Retail Sales Manager (RSM)

USER MANUAL

www.retailsalesmanager.com

Professional Consultants, LLC

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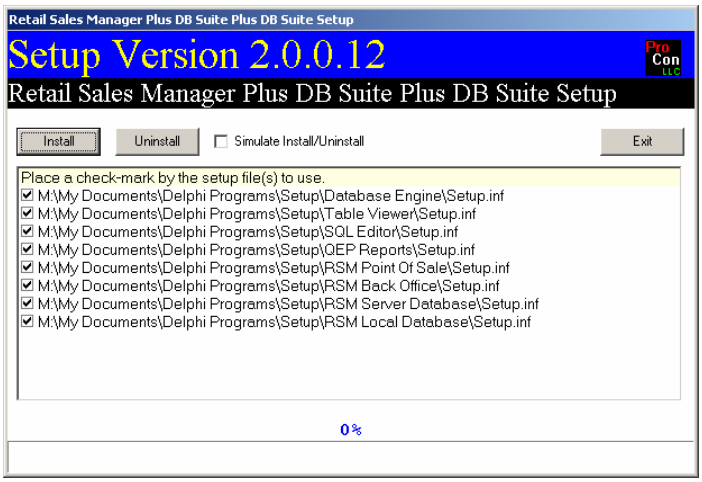
Installation and Setup

The Installation CD


Retail Sales Manager Plus DB Suite Plus DB Suite Setup
Setup Version 2.0.0.12
Retail Sales Manager Plus DB Suite Plus DB Suite Setup
Install
Uninstall
Simulate Install/Uninstall
Exit
Place a check-mark by the setup file(s) to use.
M:\My Documents\Delphi Programs\Setup\Database Engine\Setup.inf
M:\My Documents\Delphi Programs\Setup\Table Viewer\Setup.inf
M:\My Documents\Delphi Programs\Setup\SQL Editor\Setup.inf
M:\My Documents\Delphi Programs\Setup\QEP Reports\Setup.inf
M:\My Documents\Delphi Programs\Setup\RSM Point Of Sale\Setup.inf
M:\My Documents\Delphi Programs\Setup\RSM Back Office\Setup.inf
M:\My Documents\Delphi Programs\Setup\RSM Server Database\Setup.inf
M:\My Documents\Delphi Programs\Setup\RSM Local Database\Setup.inf
0%

Place the Retail Sales Manager CD in your CD-Rom drive and wait for the setup program to start. If the setup program doesn't automatically start, double-click My Computer, double-click the CD Rom drive and double-click the Setup.exe file. Start with work station that will act as the database server.

Depending on the type of installation check or uncheck the appropriate setup files.
Stand-Alone Installation All setup files should be checked. This is the default installation type.
Multiple Workstation Installation **Server** The server computer requires the following setup file installed: <drive>\RSM Server Database\Setup.INF **Back Office** The Back Office computer requires the following setup files installed : <drive>\Database Engine\Setup.INF <drive>\Table Viewer\Setup.INF <drive>\SQL Editor\Setup.INF <drive>\QEP Reports\Setup.INF <drive>\RSM Back Office\Setup.INF <drive>\RSM Local Database\Setup.INF **Point Of Sale** – The POS computer requires the following setup files installed: <drive>\Database Engine\Setup.INF <drive>\Table Viewer\Setup.INF <drive>\SQL Editor\Setup.INF <drive>\QEP Reports\Setup.INF <drive>\RSM Point Of Sale\Setup.INF <drive>\RSM Local Database\Setup.INF

Click the Install button.

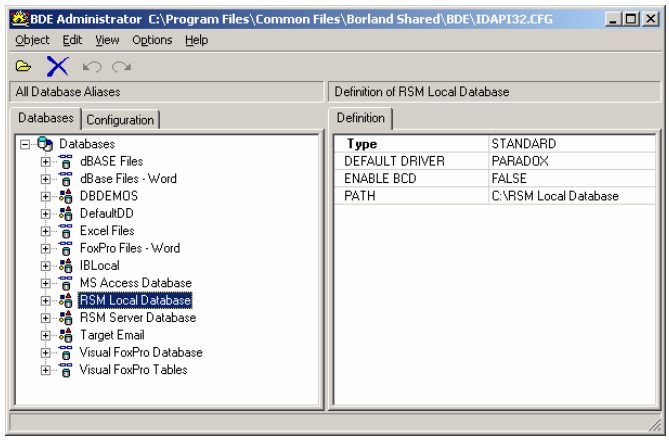
Read the license agreement and either Accept or Decline the agreement. Please note, if you do not accept the agreement the setup program will end.

When the installation completes a message will appear to notify you of completion and that you must restart your computer, click Ok and then click Exit.
If you receive any messages regarding inability to copy a file, click OK to continue.
These files already exist on the machine and are being used, so they are unable to copy.

Restart your computer.

Repeat the steps for the installation CD for all other workstations.
Keep table on previous page in mind when deciding what you would like to install.

Database Engine Setup
Every computer with the following setup types must have the Database Engine configured: **Stand-Alone**, **Back Office** and **Point Of Sale**



The default Borland Database Engine Configuration is OfflineIDAPI32.cfg.
If the server also is a Point of Sale, no changes are to be made to either Offline or OnlineIDAPI32.cfg files.
For all other work stations, open OnlineIDAPA32.cfg file. Choose Object, Open Configuration, Online – define directory as Drive S:RSM server database.
Choose the Configuration tab, choose drives, native, paradox. Net directory is Drive S:RSM server database.
If prompted to use OnlineIDAPI32.cfg file as a default, choose NO.

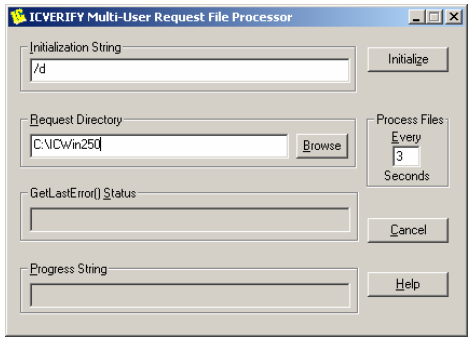
Desktop Shortcuts
To place icons on your desktop do the following: Click Start, Programs, Professional Consultants, RSM, right-click Back Office, Send To, Desktop (Create Shortcut). Use the same procedure for RSM Point Of Sale.

Install Receipt Printer
Select Start Menu, Settings, Control Panel, Printers and Faxes, Add Printer.

Notes:
Select Local Printer, Next.
If wizard does not find the printer, just click next.

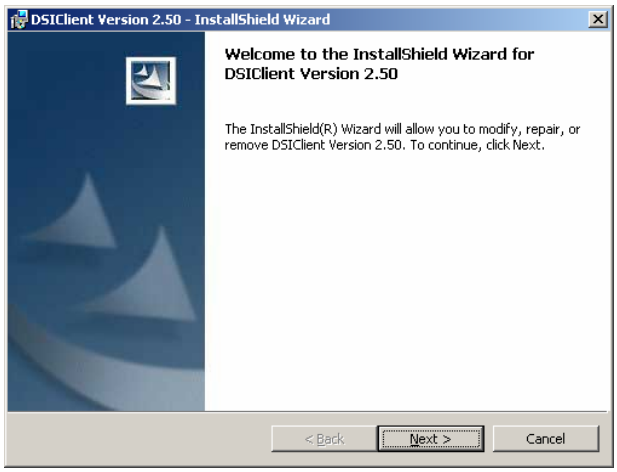
Use the appropriate serial port (COM1)
Drivers: Have Disk
Located on the CD ROM drive (usually drive D)
Select Browse, choose the CD ROM drive.
Select Epson, TM Series Drivers, WIN2000/XP.
Add no cut and partial printers (TM-T88)
Choose whether or not you are sharing.
Continue with the installation.

IC Verify Software Installation



If you plan to use credit card authorization using IC Verify with this Point of Sale software, be sure you install the IC Verify 3.1 or higher for Windows software. Refer to it's installation guide for additional instruction. When IC Verify is installed, make a note what the request and answer file path is. Normally it is the "C:\ICWin314" folder. You will need to know this path for configuring the Point Of Sale machine, later in this section. Keep in mind, the drive letter "C" may be different on the POS computer if you are setting up a mutiple workstation system. This software is only installed on the machine that will be obtaining the credit card authorizations (Server). IC Multi is the name of the executable that waits for requests and replies answers on credit card authorizations. Be sure this program is running before processing a credit card, otherwise the system will output a Time-out error message.

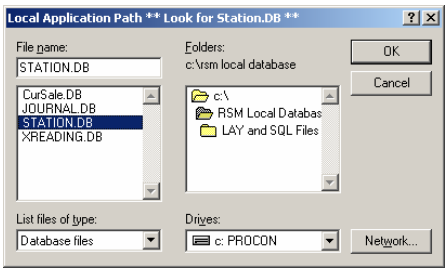
Mercury Payment Systems (DSI Client)


DSIClient Version 2.50 - InstallShield Wizard
Welcome to the InstallShield Wizard for DSIClient Version 2.50
The InstallShield(R) Wizard will allow you to modify, repair, or remove DSIClient Version 2.50. To continue, click Next.
< Back
Next >
Cancel

If you plan to use credit card authorization using the DCIClient, you will need to install the DCIClient Version 2.50 or higher software manually. The setup file (Setup.exe) is located on the Retail Sales Manager setup CD in the folder "Mercury Payment Systems". Use Windows Explorer to navigate to that folder and run the Setup.exe file. Follow the setup instructions to complete the install.

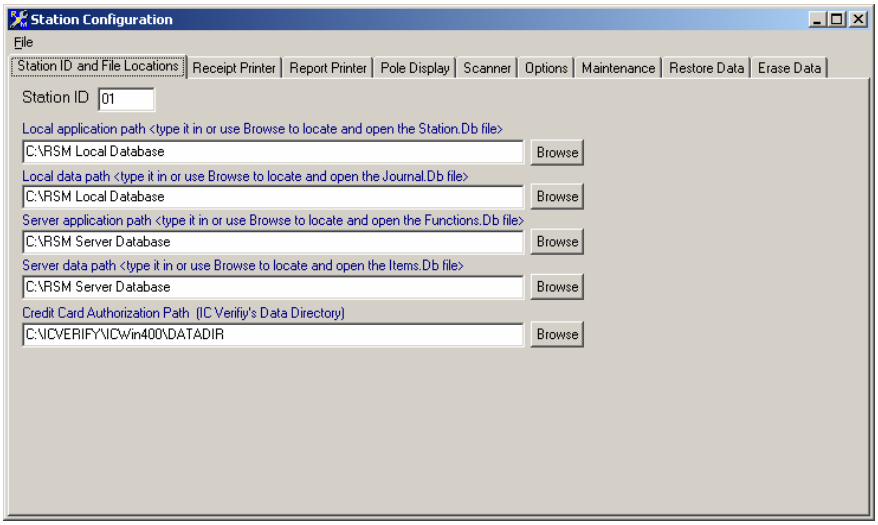
Back Office Station Configuration

Start the Back Office Station Configuration program. Start, Programs, Professional Consultants, RSM, Back Office Station Configuration.



Navigate to the **C:\RSM Local Database** and double-click on **Station.Db** .

Station ID and File Locations Tab



Define a Unique Station ID number, 01 thru 99. This number is to be unique for every computer.

Define the locations of your data files, use the browse button or just type it in.

Receipt Printer Tab

The Back Office normally doesn't use a receipt printer. If it does, refer to the Point Of Sale Station Configuration for more information otherwise select **Not Installed** from the drop-down window. Ignore the rest of this tab.

Report Printer Tab

Use the drop-down window to select a report printer. Click the Test button to confirm it is operational.

Pole Display Tab

The Back Office is not designed to use a Pole Display. Select **Not Installed** from the drop-down window. Ignore the rest of this tab.

Scanner Tab

The Back Office can only accept a keyboard wedge scanner. If installed, use the drop-down window to select **Not Installed or Keyboard Wedge** . Ignore all other settings on this page. Click the Test button if your keyboard wedge scanner is installed and you wish to test it.

Options Tab
The Back Office does not utilize any of the options on this tab. Ignore all options on this tab.
Maintenance Tab
The Back Office does not use this Maintenance program. A more comprehensive packing and re-indexing utility is within the main Back Office program. Ignore this tab.

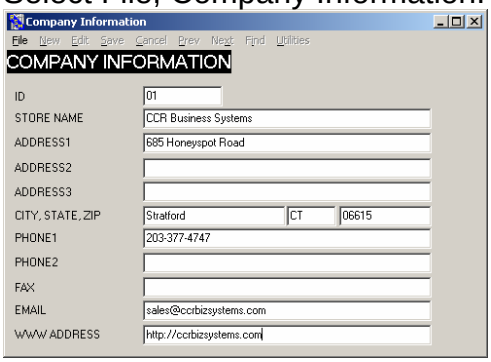
After all entries are complete, click File, Save then File, Exit.

The Back Office Setup

Start the Back Office program. Start, Programs, Professional Consultants, RSM, Back Office, or you can simply click on the desktop shortcut you previously created.

Company Information

Select File, Company Information.

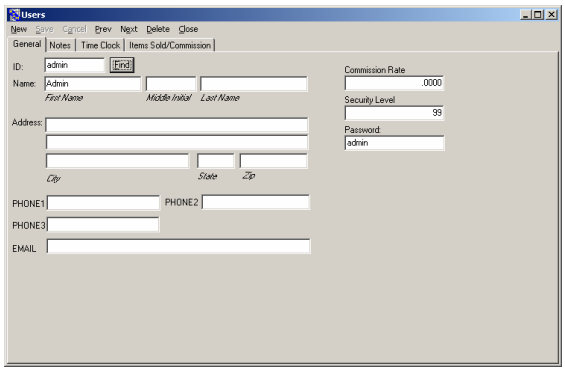


Select Edit and fill in all fields that apply to your business. When finished, click Save.

Note: Use a two digit unique Store ID, example 01.

Users and Passwords

Select File, Users and Passwords.



Do not delete the admin user record. Add new user records, one for ever POS user, click New from the menu. ID's must be unique for each user. If the POS is configured to force the User to enter their ID on every transaction, this is the ID it is referring to.

Commission Rate Adjustment

If commissions are set up, this rate is used to adjust the amount of commission per user. For example, If an item or service is setup to calculate a 15% commission and you want to set up no commission for this user, enter a 0.0 rate for Commission Rate Adjustments. To give the full 15% commission to this user, enter a rate of 1.0 (1.0 = 100% of 15% Commission).

Security Level

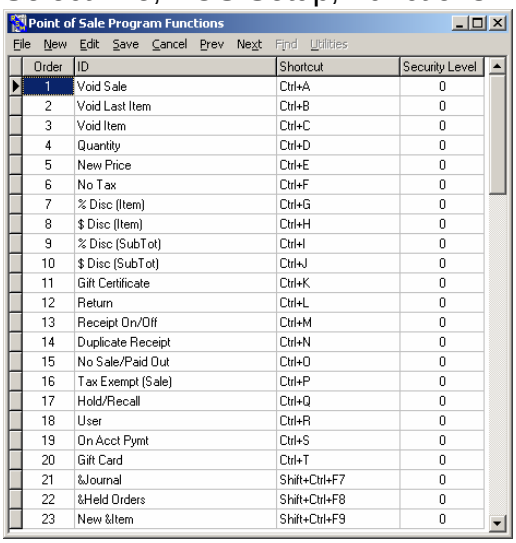
This is a numeric security level 0 to 99, 99 being the highest level allowing all functions to be performed. By default, all POS functions, such as voids and returns, are setup as having a 0 security level. This means all users with a 0 or higher level will have access to performing all functions. Give each user a security level. You will have to define security levels for all Functions, Tenders and Open Departments in their respective setups. Sample setup, If a user has a 0 level and the Void function has a level of 10, the user will not be allowed to perform that function, a password dialog will pop-up, and another user with a high enough level must enter their password for the function to continue otherwise it will not perform its function.

Password
Enter a password for this user, passwords are case sensitive, blank passwords are valid.

All other fields on this form are straight forward, fill them in as needed. Click save before proceeding to the next user setup. Close the form when finished.

POS Setup

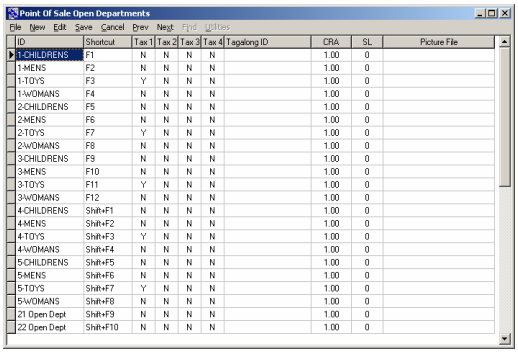
Functions
Select File, POS Setup, Functions



Order	ID	Shortcut	Security Level
1	Void Sale	Ctrl+A	0
2	Void Last Item	Ctrl+B	0
3	Void Item	Ctrl+C	0
4	Quantity	Ctrl+D	0
5	New Price	Ctrl+E	0
6	No Tax	Ctrl+F	0
7	% Disc (Item)	Ctrl+G	0
8	$ Disc (Item)	Ctrl+H	0
9	% Disc (SubTot)	Ctrl+I	0
10	$ Disc (SubTot)	Ctrl+J	0
11	Gift Certificate	Ctrl+K	0
12	Return	Ctrl+L	0
13	Receipt On/Off	Ctrl+M	0
14	Duplicate Receipt	Ctrl+N	0
15	No Sale/Paid Out	Ctrl+O	0
16	Tax Exempt (Sale)	Ctrl+P	0
17	Hold/Recall	Ctrl+Q	0
18	User	Ctrl+R	0
19	On Acct Pymt	Ctrl+S	0
20	Gift Card	Ctrl+T	0
21	&Journal	Shift+Ctrl+F7	0
22	&Held Orders	Shift+Ctrl+F8	0
23	New &Item	Shift+Ctrl+F9	0

All functions have a default Security level of 0. Click Edit to make changes to these levels. Do not change the name of the function (ID column). Shortcuts also have their default values, do not change these values unless you absolutely need to. Keep in mind there are two other setup screens with shortcut values. Be sure that these values are unique. Duplicate assignments will give unpredictable results. These shortcut values (key-strokes) are used to invoke the function. Programmable keyboards can be assigned these type of key strokes, so that one key can be designated to perform one of these functions.

Open Departments
Select File, POS Setup, Open Departments.



ID	Shortcut	Tax 1	Tax 2	Tax 3	Tax 4	Tagalong ID	CRA	SL	Picture File
0-CHILDRENS	F1	N	N	N	N		1.00	0	
1-MENS	F2	N	N	N	N		1.00	0	
1-TOYS	F3	Y	N	N	N		1.00	0	
1-WOMANS	F4	N	N	N	N		1.00	0	
2-CHILDRENS	F5	N	N	N	N		1.00	0	
2-MENS	F6	N	N	N	N		1.00	0	
2-TOYS	F7	Y	N	N	N		1.00	0	
2-WOMANS	F8	N	N	N	N		1.00	0	
3-CHILDRENS	F9	N	N	N	N		1.00	0	
3-MENS	F10	N	N	N	N		1.00	0	
3-TOYS	F11	Y	N	N	N		1.00	0	
3-WOMANS	F12	N	N	N	N		1.00	0	
4-CHILDRENS	Shift+F1	N	N	N	N		1.00	0	
4-MENS	Shift+F2	N	N	N	N		1.00	0	
4-TOYS	Shift+F3	Y	N	N	N		1.00	0	
4-WOMANS	Shift+F4	N	N	N	N		1.00	0	
5-CHILDRENS	Shift+F5	N	N	N	N		1.00	0	
5-MENS	Shift+F6	N	N	N	N		1.00	0	
5-TOYS	Shift+F7	Y	N	N	N		1.00	0	
5-WOMANS	Shift+F8	N	N	N	N		1.00	0	
21 Open Dept	Shift+F9	N	N	N	N		1.00	0	
22 Open Dept	Shift+F10	N	N	N	N		1.00	0	

All Open Departments have a default security level of 0. Shortcut are predefined with default values. Do not change the shortcut assignment unless you absolutely need to. The fields you need to program are as follows:

ID
This is the name of the open department. The 2 most popular open departments are, MISC TXBL (miscellaneous taxable department) and MISC NON-TXBL (miscellaneous non-taxable department).

TAX1 thru TAX4
Indicate a Y (yes) or N (no) for the department tax status. The Tax rate will be defined later, in the Taxes section.

TAGALONGID
If there is an Item that you want to automatically ring up after this open department key is used, enter the item id here.

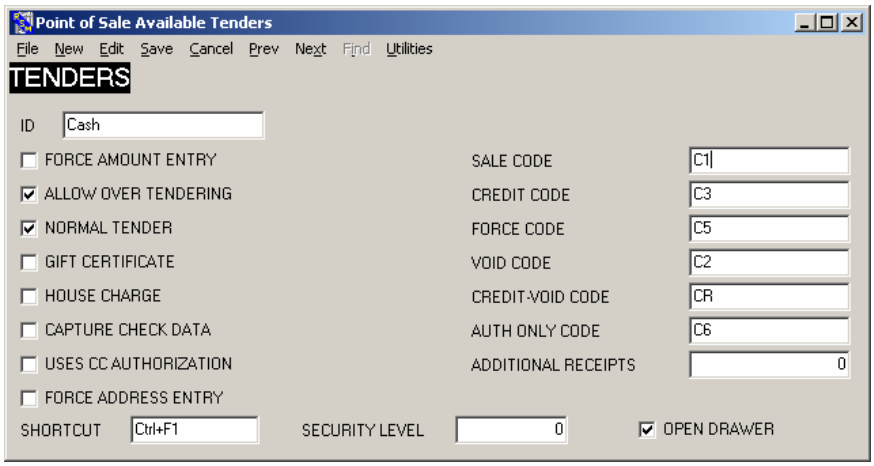
COMMISSION RATE (CR) – If there is a commission on the price of the open department, enter it here. Valid rates are from 0.0 to 1.0 (1.0 = 100%).

SECURITY LEVEL (SL)
This is the security level for the open department. If the user has a lower security level than this level, the open department will prompt for a password. Another user with a high enough level will need to enter their password for this function to complete.

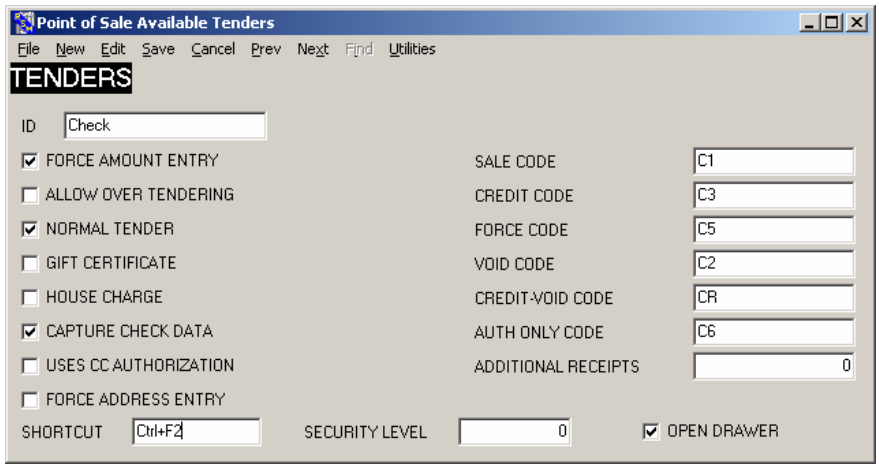
PICTURE FILE
If you want a picture to display at the POS station, enter the file name here. All pictures must be stored in **<drive>\RSM Server Database\Item Pictures** where <drive> is the drive letter of the location of the server database files.

Tenders
Select File, POS Setup, Tenders

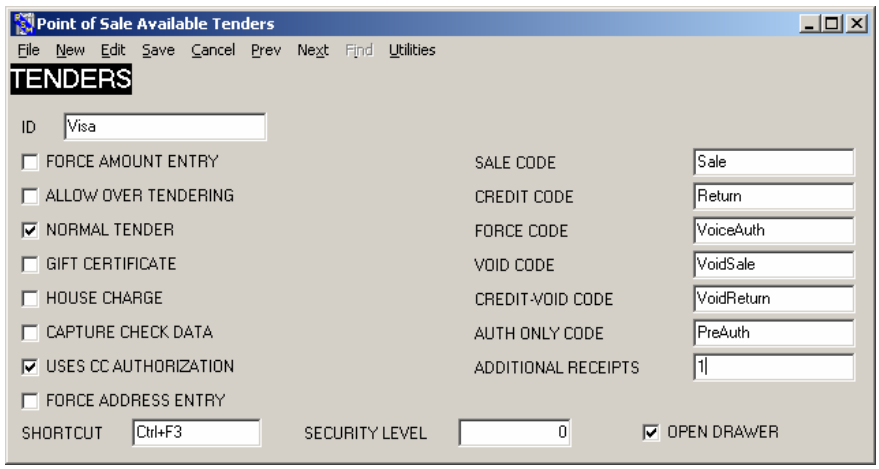
Sample entry for CASH:



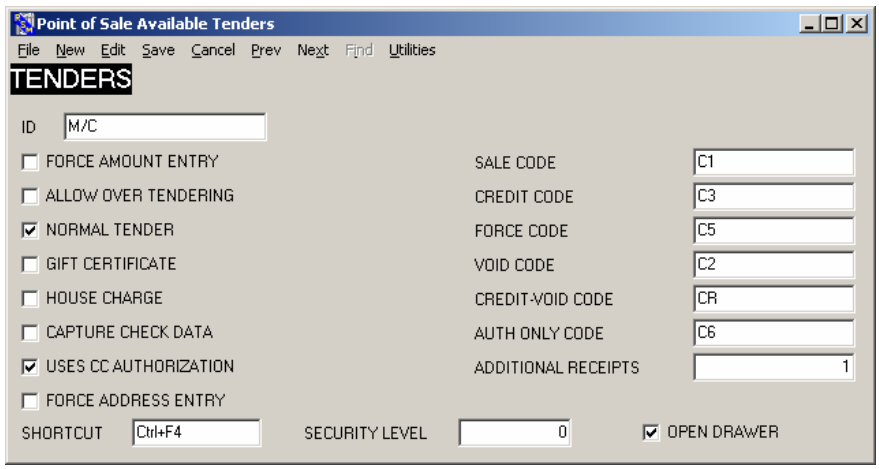
Sample entry for Check:



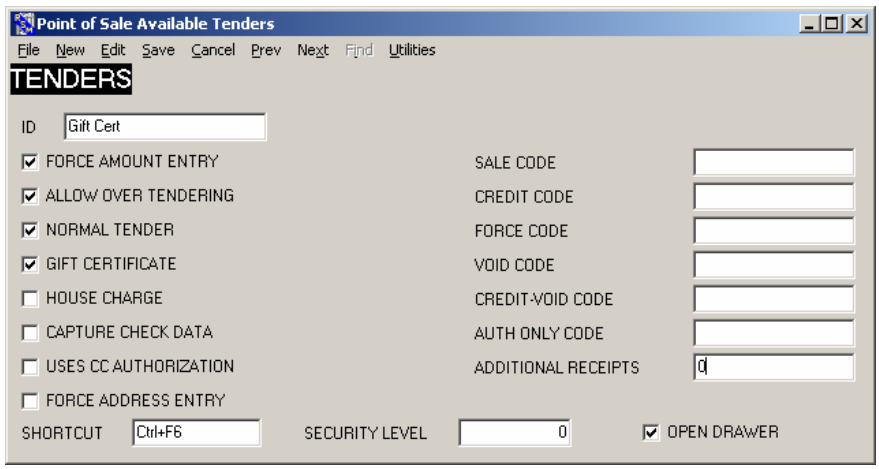
Sample entry for Visa using Mercury Payment Systems (DCIClientX) as the credit card processor:



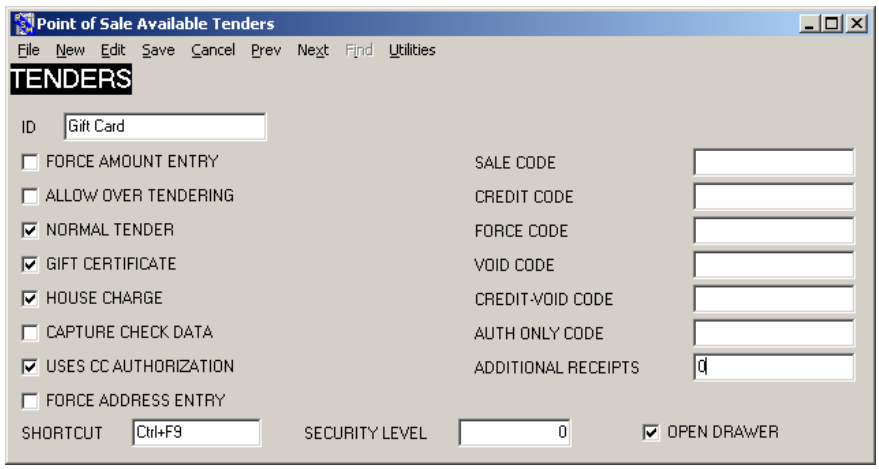
Sample entry for M/C using ICVerify to process credit card authorizations:



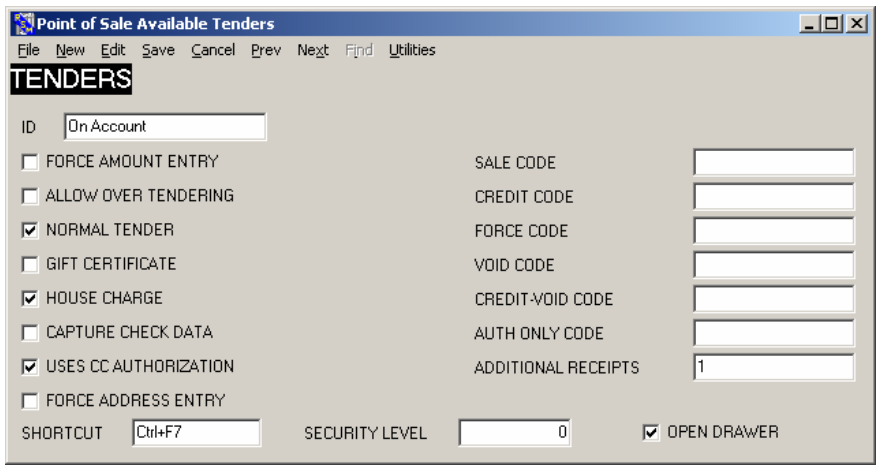
Sample entry for Gift Certificates:



Sample entry for Gift Card using Retail Sales Manager to process authorizations:



Sample entry for On Account a.k.a. House Charge using Retail Sales Manager to process authorizations:



ID
The tender name is entered here. Tender Ids must be unique.

FORCE AMOUNT ENTRY
If “Y” the system will not accept the tender unless the user first enters in an amount tendered then presses the tender key.

ALLOW OVER TENDERING
If “Y” the system will calculate change if the user enters an amount tendered greater than the sale amount.

NORMAL TENDER
Must be “Y”.

GIFT CERTIFICATE
Question, is this tender a gift certificate? Y/N

HOUSE CHARGE
Question, is this tender a house charge? Y/N

CAPTURE CHECK DATA
If “Y” the system will prompt for additional information when this tender is used. The system also cross references the Bad Check file with the information entered and it will decline the tender if a match was made in the bad check file.

USES CC AUTHORIZATION
If IC Verify or DCIClient is used for this tender, place a “Y” in this field.

Please note: Code fields are related to the IC Verify or DCIClientX software . If the tender doesn’t use Credit Card Authorizations, ignore these fields. Check your IC Verify or DCIClient manual for additional information on these fields.

FORCE ADDRESS ENTRY
This field is Normally “N”. If “Y”, address information will be sent along with the credit card number for an authorization code.

SALE CODE
Code used for requesting an approval on a regular sale.

CREDIT CODE
Code used for requesting an approval on a return sale.

FORCE CODE
Code used when processing a forced transaction. Forced transactions are those which an approval code is obtained by an operator over the phone.

VOID CODE
Code used to void a previously obtained approval code on a regular sale.

CREDIT VOID CODE
Code used to void a previously obtained approval code on a return sale.

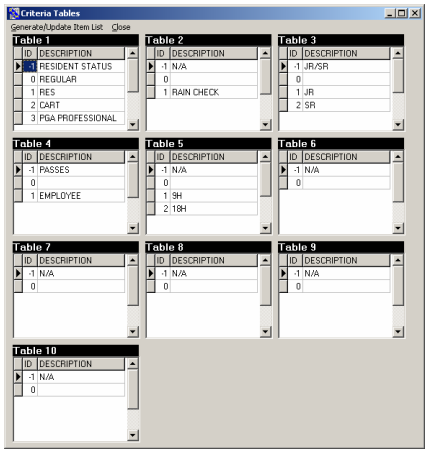
AUTH ONLY CODE
Code used to obtain an authorization code, but not to process the transaction.

ADDITIONAL RECEIPTS
When this tender is used, print an additional *n* number of receipts.

SHORTCUT
Shortcut key combination used to activate this tender. Do not change unless you absolutely need to.

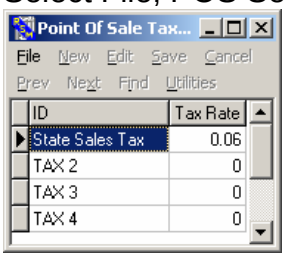
SECURITY LEVEL
A user must have a level greater than or equal to this level in order for the user to accept this tender.

Criteria Tables
Select File, POS Setup, Criteria Tables



These tables are applicable for Golf Course setups only. They are predefined depeding on the requirements of the course. Do not make any changes on this form unless instructed by Professional Consultants or a certified Dealer.

Taxes
Select File, POS Setup, Taxes



ID
The tax name.

TAX RATE
The tax rate.

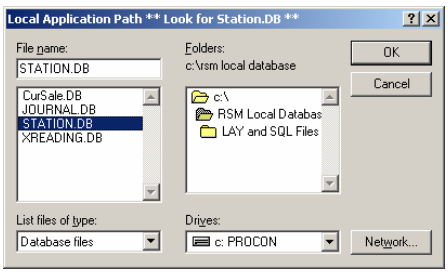
Please note: Up to 4 tax rates can be defined.

Point Of Sale Station Configuration

If your point of sale computer uses a receipt printer (Epson TM-T88II), install the printer drivers before continuing. The drivers are located on the installation CD in the folder “Epson TM Series for Win9x”. Use the following driver: “Epson TM-T88II No Cut” These drivers are for Win9x, Win2000 and WinXP. Refer to your Windows manuals for instructions on installing printer drivers.

If your point of sale or back office computer uses a barcode printer (Barcode Blaster or Blaster Advantage), install the “Generic / Text Only” printer driver and name the printer “Barcode Printer”. Refer to your Windows manuals for instructions on installing printer drivers.

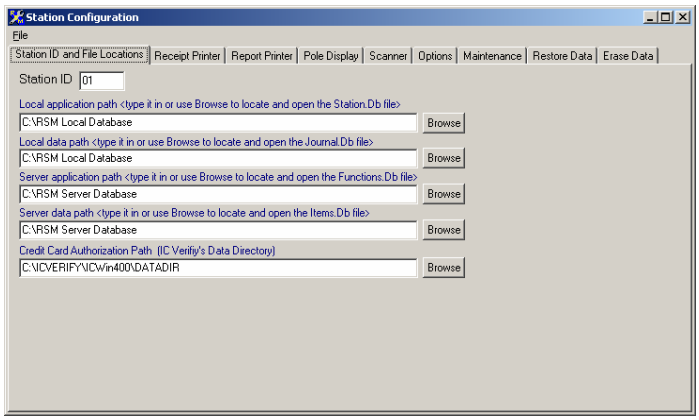
Start the POS Station Configuration program. Start, Programs, Professional Consultants, RSM, POS Station Configuration.



Navigate to the **C:\RSM Local Database** and double-click on **Station.Db** .

Station ID and File Locations Tab

Define a Unique Station ID number, 01 thru 99. This number is to be unique for every computer.



Define the locations of your data files, use the browse button or just type it in.

Receipt Printer Tab

Use the drop down tab to select the receipt printer. If your printer is a serial printer, choose the proper settings for Port, Baud Rate (9600), Parity (None), Data Bits (8), Stop Bits (1) and Flow Control (None), default settings are in parenthesis. These settings can be ignored if you are using a parallel printer.

Command Codes

The command codes can be entered in HEX or DEC format. Use 3 digits to define a code. The “Display and Enter Codes in” radio button will allow you to enter the codes in either format. Default codes for the Epson TM-T88II No Cut are as follows, in DEC format:

RESET: (none)

PAPER CUT: 027-105

VALIDATION: (none, currently the validation feature is not available)
OPEN CASH DRAWER: 027-112-000-064-240
CLOSE OUT: (none)

Additional Line Feeds – Enter the number of line feeds desired at the end of printing a receipt.

Click the Test button to confirm it is operational.

Report Printer Tab
Use the drop-down window to select a report printer. Click the Test button to confirm it is operational.

Pole Display Tab
Choose the proper settings for Port, Baud Rate (9600), Parity (None), Data Bits (8), Stop Bits (1) and Flow Control (None), default settings using the Logic Controls pole display are in parenthesis. Be sure the Windows device settings are the same in Device Manager.

Command Codes
The command codes can be entered in HEX or DEC format. Use 3 digits to define a code. The “Display and Enter Codes in” radio button will allow you to enter the codes in either format. Default codes for the Logic Controls pole display are as follows, in DEC format:
RESET: 031
CLEAR: 031
LF/CR: 010-013

Click the Test button to confirm it is operational.

Scanner Tab
Choose the proper settings for Port, Baud Rate, Parity, Data Bits, Stop Bits and Flow Control.

Click the Test button to confirm it is operational.

Options Tab
Enable the feature by placing a checkmark in font of the option.

Prompt for user id (all transactions)
For every sale, a user id is required to begin the transaction. Sales data is captured by user id if this option is set. This option needs to be checked if you are using the commission feature.

Allow POS Form controls and labels to be formatted

The POS form is customizable. When the form is open and this option is checked, press the Shift+Insert keys at the same time. A menu will be displayed. Use the mouse and point to a control or a label. Press the right mouse button for an additional pop-up menu to appear. Select the action to perform on the control or label. When all formatting is complete, save your form by selecting Special, Layout, Save. The name of the file that is created is named RSM.LAY, located in the “C:\RSM Local Database” folder. Copy this file to another POS station to save time from formatting all POS station forms. Be sure to place this file in the same folder as the original.

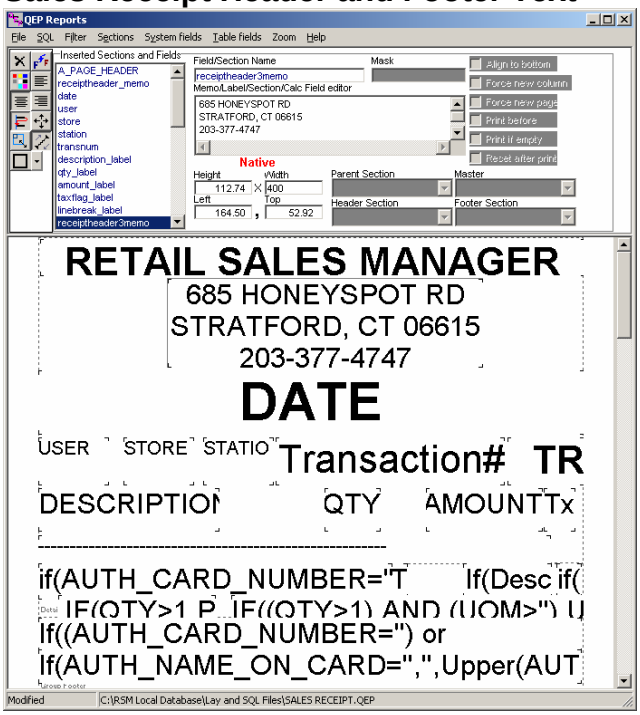
Additional reports to print after the Z Report is printed:
Z Report – include department report
Z Report – include sub-department report
Z Report – include class report
Z Report – include tender report
Z Report – include items sold report
Z Report – include custom report1
Z Report – include custom report2
Z Report – include custom report3

Allow editing to sold items list
This feature will allow the user to make changes to items sold listed on the POS form, such as QTY, Price, Description, etc.

Allow discount on sale item
Discounts on sale items will be allowed if this option is checked.

Maintenance Tab
Use this maintenance screen when you suspect the POS files are corrupt or their indexes are out of date. Click the “Check All” button then the “Rebuild Selected Tables” button.

Sales Receipt Header and Footer Text



Edit the receipt report and make any necessary changes such as the receipt header and footer messages. The file is located in the "C:\RSM Local Database\LAY and SQL Files\" folder, named "Sales Receipt.QEP". Using explorer, navigate to this file, Right-click it and select Edit. Look for and select "receiptheader_memo". In the Memo field editor, change the text of this receipt header memo. Do the same with "receiptfooter_memo". When your changes are complete, select File, Save. Copy this file to other POS stations to save time from formatting all POS station sales receipts. Be sure to place it in the same folder as the original.

Programmable Keyboard

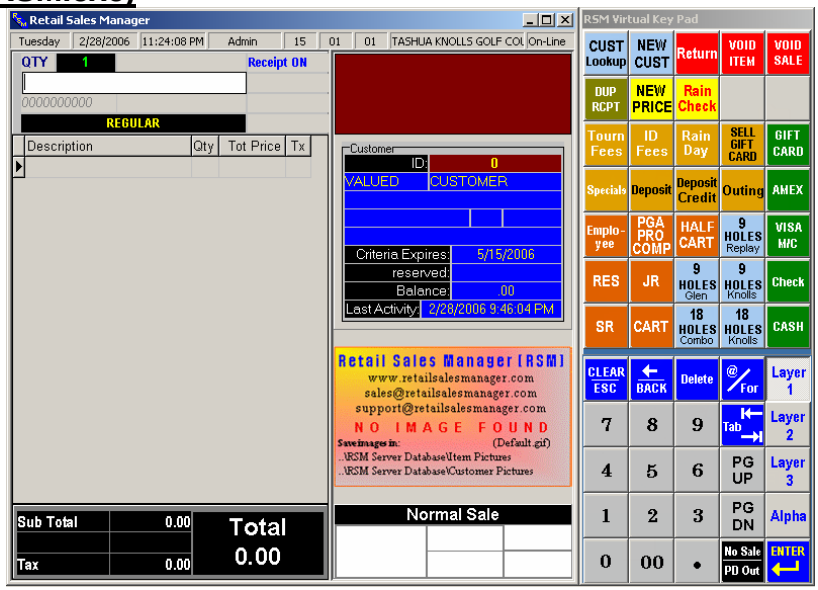
Program your keyboard before continuing. The key assignments (SHORTCUTS) are located in the back office, File, POS Setup, (Functions – Open Departments & Tenders) form in the field name SHORTCUT. For example, the Quantity key should be programmed to simulate a CTRL-D key press.

A sample keyboard layout is as follows:

ESC	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	Ctrl+F7	Ctrl+F3	Ctrl+F2	Ctrl+F1
ESC	F1	F2	F3	F4	F5	F6	F7	F8	MISC NonTxbl F9	MISC TXBL F10	F11	F12	HOUSE CHARGE	MC VISA	CHECK	CASH
Ins	PgUp	Home	Num Lock	Shift+Alt+ BkSp	Alt+BkSp	Shift+Ctrl +F2	Ctrl+O	Ctrl-S	Ctrl+K	Ctrl+E	Ctrl+H	Ctrl+G	Ctrl+F	Ctrl+Q	UP	Ctrl+D
Insert	Pg Up	Home	Num Lock	Z Report	X Report	DEPT REPORT	NO SALE PD OUT	HOUSE CHARGE PYMT	Sell Gift Cert	New Price	$Disc Item	%Disc Item	NO TAX	Hold Recall	⇧	QTY
Del	PgDn	End	Shift+Ctrl+ F8	Shift+Ctrl +F9	Shift+Ctrl +F10	Shift+Ctrl+ F11	Shift+Ctrl +F12	Shift+Ctrl+ F7	Ctrl+C	Ctrl+A	Ctrl+B	Ctrl+L	Ctrl+O	LT	DN	RT
Delete	Pg Dn	End	Held Orders	New Item	Item Lookup	New Cust	Cust Lookup	Journal	VOID Item	VOID Sale	VOID Last	Return	DUP Receipt	⇦	⇩	⇨

Alt-L	Alt-U
Close	Use

The Point Of Sale software (RSM.exe)



Features and Functions which are available while running the point of sale software are described in this next section.

Linking A Customer to the sale (feature)
Type the customers ID on the command line then press the enter key. This can also be accomplished by simply scanning a barcode which contains the customer's ID. If a picture file is defined in the customer's record, that picture will be displayed when a customer is linked to a sale.

Adding items to the sale (feature)
Type the item ID then press enter or scan the item's barcode. A quantity of 1 is the default. If selling more than quantity of 1, use the quantity function before Adding the item to the sale.

Quantity (function)
Type the quantity amount then press the Quantity button on the keyboard.

Open Department (function)
Type the price on the command line then press an Open Department key. This will add an item into the sale for the amount entered.

Void Sale (function)
This function works in 2 ways. If there are items on your form, meaning you are in the middle of a sale, pressing this function will cancel the current sale. If there are no items on the form, the program will prompt for a transaction number. The sales ticket transaction number is located on the right of the slip, above the Tx label. The sales receipt with that transaction number will be voided from the system.

Void Last Item (function)
The last item on the list is removed from the sale.

Void Item (function)
Allows the user to choose which item from the list to remove. Use the up and down arrow keys to select the item then press the Delete key.

New Price (function)
Type the new price in the command line, then press the new price key. This will change the price of the last item in the list.

No Tax (function)
Press this key if you do not want tax applied to the next item added to the sale. The no tax flag will appear on the right of the command line. This no tax flag is automatically turned off after the item is added. If you inadvertently press the No Tax key, press the same key a second time and it will toggle back to normal.

% Discount Item (function)
Type the discount percent amount (10 = 10%) in the command line then press the % Discount Item key. This will discount the last item on the list.

$ Discount Item (function)
Type the dollar amount to discount (100 = $1.00) in the command line then press the $ Discount Item key. This will discount the last item on the list.

% Discount Sub-Total (function)
Type the discount percent amount (10 = 10%) in the command line and press the % Discount Sub-Total key. This will apply a percent discount on all items.

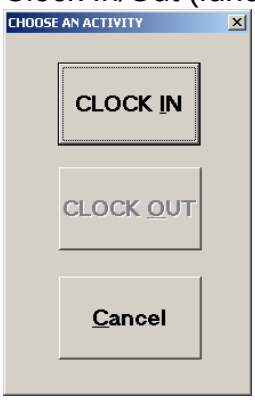
$ Discount Sub-Total (function)
Type the discount amount (100 = $1.00) in the command line and press the $ Disocunt Sub-Total key. This will apply a dollar discount amount on all items. The discount amount will be distributed evenly on all items, this is for the tax calculating purpose.

Gift Certificate (function)
Type the amount of the gift certificate in the command line then press the Gift Certificate key. This produces a line item on the sale representing the sale of a gift certificate.

Return (function)
Press the Return key before adding an item to the sale. The item is identified as a returned item by the price being a negative amount. The Return (single) label will appear on the bottom left of the command line. After an item is rung up as a return, the Return (single) label is automatically removed. To return more than 1 item, press the Return key 2 times, the Return (multiple) label will appear instead. All items added to the sale will be treated as a return until the Return (multiple) feature is disabled. To disable it press the return key one more time.

Receipt On/Off (function)
Turns receipt printing ON or OFF. If this receipt printer is turned off, the label Receipt OFF will display on the upper right of the command line.

Clock In/Out (function)



After entering a user number and password, press the Clock In or Clock Out as needed to record your entry. If a user is already Clocked-in then they will only be allowed to Clock Out. The entry will record the date and time of the entry. These entries can be located in the Back Office application, in the Users and Passwords section.

Duplicate Receipt (function)
Press the Duplicate Receipt key to reprint the last printed receipt. If you need a prior receipt reprinted, first type the transaction number in the command line then press the duplicate receipt button.

No Sale/Paid Out (function)
This funtion will open the cash drawer. If you opt to take out cash, to pay a vendor or whatever reason, enter the amount taken out then press enter (100 = $1.00), otherwise, just press the enter key without first entering an amount.

Tax Exempt (function)
The entire sale will be tax exempt. The Tax Exempt label appears on the lower right corner of the command line. Press the Tax Exempt key a second time to remove the Tax Exempt feature.

Hold/Recall (function)
Press Hold/Recall to place the current ticket on hold. You will be prompted to enter a unique reference number or name for this held transaction then press the enter key. To recall a held order, press the Hold/Recall key when no items are listed in the sales screen. You will be prompted to enter a reference number, type it in and press enter. The items from the held order will be inserted into the current sale.

User (function)
This key is used to switch between users. It will prompt you to enter the User ID, type it and then press the enter key. A prompt for a password will follow.

On Account Payment (function)
Type the amount of the payment to be applied to a customer’s balance in the command line then press the On Account Payment key.

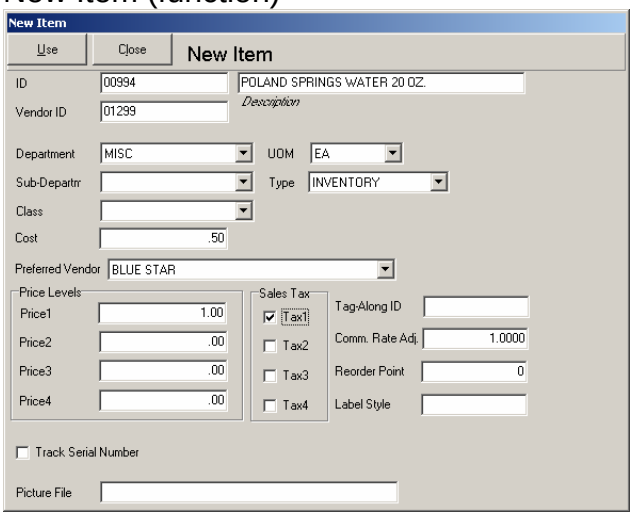
Tender (function)
Accepting payment finalizes the sale and a sales receipt prints. To have the system calculate change; type the amount tendered in the command line and then press the

tender key. If the tender key is pressed without an amount being entered, the system assumes the exact amount is received. There are settings, such as “allow over tendering” and “force amount entry” which will alter the way you can receive tenders, review the POS Setup Tenders section for more information.

Journal (function)
Pressing the journal key will open a new window displaying an electronic journal. All transactions created on the current POS station will be displayed.

Held Orders (function)
Displays a form including all transactions on hold. A Recall button is available if you wish to include transactions from the hold table in the current sale.

New Item (function)

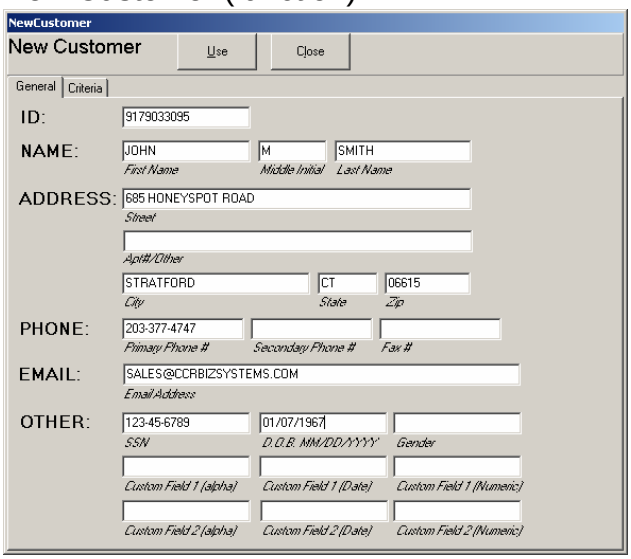


The New Item function displays a form for entering new items. There are 4 required fields, ID, Vendor ID, Type and Taxable. Be sure the ID is unique, otherwise the save procedure will report an error and the item will not be stored into the table. The Type field needs to be set to, INVENTORY, NON-INVENTORY or SERVICE. The Taxable field should be a "Y" or "N".

Item Lookup (function)

Type the description of the item in the find dialog prompt then press enter. To perform a second search, select Find from the menu. If you want the selected item to be inserted into the sale, select the Use button.

New Customer (function)



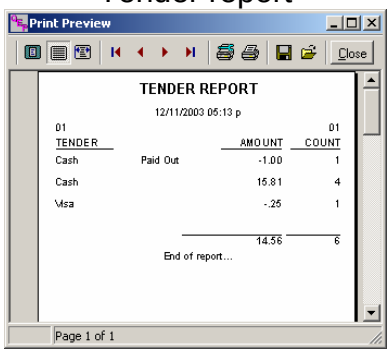
A blank customer form is displayed, fill in the customer fields. If you want to link this customer to the current sale, select Use. This will automatically save the data and link the customer to the sale. Use a unique customer ID, otherwise the form will display an error message and the customer data will not be saved. The Type field must be "NORMAL" and the Tax Exempt field must be a "Y" or "N".

Customer Lookup (function)

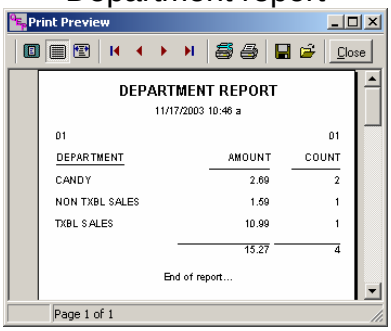
A list of customers will be displayed, type the customer's last name and press enter. To perform a second search select Find from the menu. Select Use to link the currently selected customer to the current sale.

POS Reports (function)
Send reports to the printer or onto the screen. The reports available are as follows:

Tender report



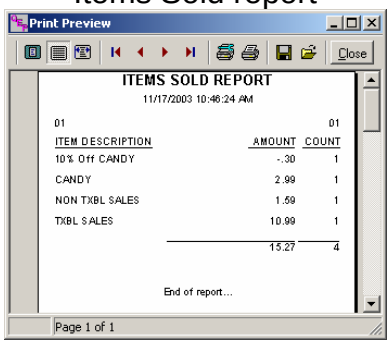
Department report



Sub-Department report
Similar to the department report except it reports on sub-department.

Class report
Similar to the department report except it reports on class.

Items Sold report



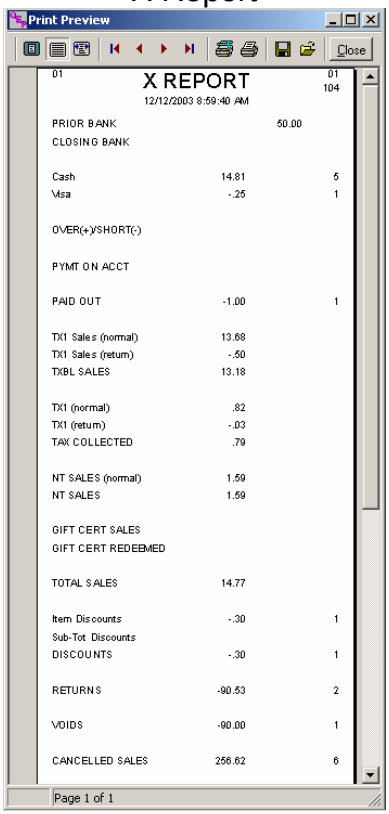
Custom Report1
Currently undefined. Create your own report to print at POS.

Custom Report2
Currently undefined. Create your own report to print at POS.

Custom Report3

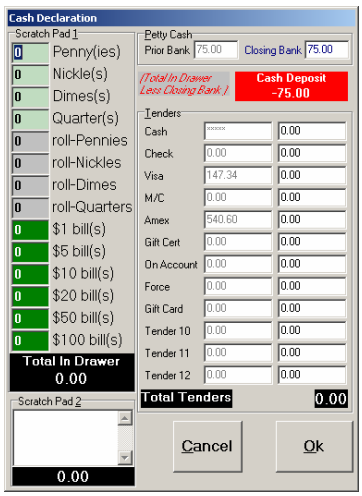
Currently undefined. Create your own report to print at POS.

X Report



Z Report/End Of Day or Shift

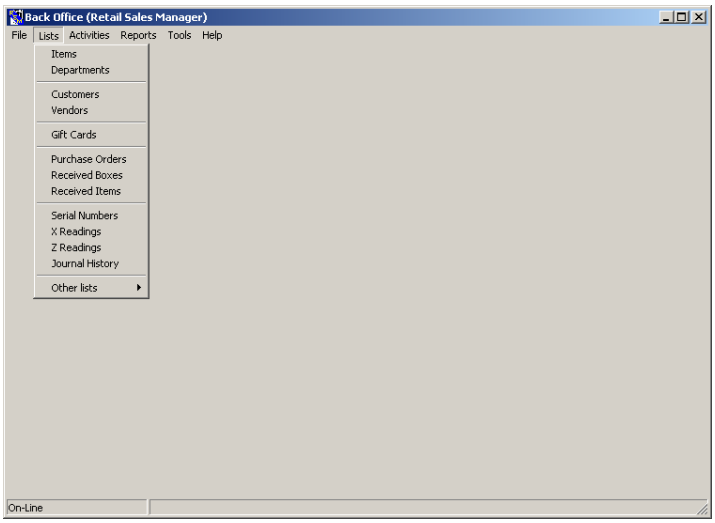
The Z Report is identical to the X Report except for a cash declaration dialog appearing before the report prints. When all the fields in the cash declaration dialog are entered and the Ok button is selected, all sales are final, the electronic journal is cleared and the Z Report prints.



Count your drawer by entering the quantity amounts of all coins, roll of coins, dollar bills etc. in the Scratch Pad 1 section. The scratch pad will calculate the total cash in drawer. Scratch Pad 2 can be used to total up all checks, just enter amounts in this section and a total is calculated on the bottom. Enter the amount of cash left in the drawer used for petty cash in the field Closing Bank. Enter the cash deposit amount in the Cash field. Do the same for all other tenders. The Cash tender is the only tender that will not display what the computer reports as the total. When all entries are complete select the Ok button. The Z-Report along with any other reports you configured to print will process at this point.

The Back Office software

The Back Office module allows the user to setup some of the point of sale features and functions and perform activities to manage the inventory and customer files. To start the Back Office module, select Start, Programs, Professional Consultants, RSM, Back Office.



The File menu options were explained earlier for the purpose of setting up some features and functions for the Point Of Sale module. All the other menu items will be described in this following section.

Lists

Items

All inventory items are entered into the Items list. Select New to create a new record entry. After all entries are complete, click Save. To cancel an entry click the Cancel menu item. To delete an existing item, click Delete. Close will close the form and take you back to the main Back Office form.

ID is normally the UPC number of an item, most products have the UPC number displayed on the barcode. If you purchase a keyboard wedge barcode scanner, this field can be entered by scanning the items barcode. For items without barcodes, make up your own number for the ID field. ID's must be unique for every record.

Press the tab key to advance to the next field.

There are five item types, COUPON, INVENTORY, INVENTORYLINK, NON-INVENTORY, SERVICE. The coupon type is not to be used, this type is for future use only. INVENTORY type are the most common types. All items you want to track inventory on should be defined as this type. INVENTORYLINK is never used in this table, it is defined as the type when an inventory item has an inventory link. These inventory links are used for those items which are purchased by the case and sold by the case, six-pack or single. This is most commonly seen in liquor stores. The INVENTORYLINK type would be defined in the record in the Inventory Link tab,

described later in this section. The system will not track inventory for NONINVENTORY and SERVICE item types.

The Vendor ID field is used for the purchase order form. Place the ID your vendor uses to identify this item. If you do not have vendor id's, you must enter a unique ID here, it would be ok to use the same number as in the field ID.

Departments, Sub-Departments and Classes were previously defined during the setup and Installation phase. Drop down the list and select the group it belongs to for each one of these categories. It is ok to leave these fields blank. These categories are used to compile sales data totals using these groups.

UOM (Unit Of Measure) have also been pre-defined in the earlier section, the most common UOM is EA (each).

All INVENTORY type items should have a Cost defined. Cost is the cost to you when you purchase this item from your vendor.

Tagalong IDs are existing item IDs. If a Tagalong ID is defined in this item record, it will automatically appear on the sale when this item is rung up at the cash register. The most common use of this field is for bottle deposits.
For example, you have a NON-INVENTORY item defined as:

ID	Description	Price1
BD005	BOTTLE DEPOSIT	0.05

An INVENTORY item as:

ID	Description	Price1	TAGALONG ID
070330506060	16oz Coke	0.90	BD005

When ever the Coke is sold the 5 cents Bottle deposit (BD005) will follow.

You can use an extended format for Tagalong ID's. For instance, to sell 2 or more of a tag-along item, enter the TAGALONGID along with the "@" symbol and the quantity amount. Also, additional tagalong Items can be combined in the TAGALONG ID field as long as they are separating by commas. Some examples of extended formats are as follows:
BD005@6
BD005@6,0703305066060 is the same as BD005@6,0703305066060@1
BD005,0703305066060@2,676768505011

Commission Rate is used to calculate the commission a user will make if they sell this item. Earlier in this section Users were assigned a commission rate adjustment. The Commission Rate Adjustment rate adjusts the commission for this item. The calculation is as follows: Commission = Price1 X Commission X Commission Rate Adjustment. The commission rate can be entered in the range 0.00 to 0.99. For example, 10% commission should be entered as 0.10 Commission Rate.

Price1 to Price4 are customer price levels. Use Price1 as the default price for this item. Price2 to Price4 should be used as price discount levels for this item. A Customer price level is defined in the Customer record, described later in this section.

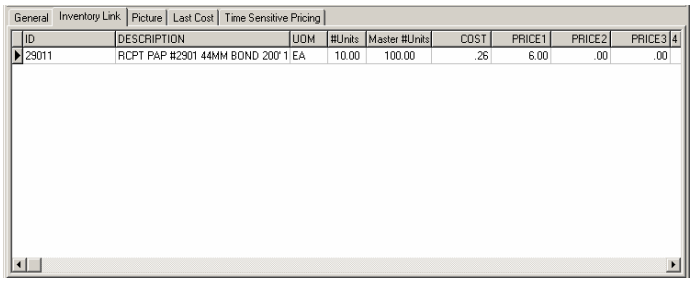
Check off the Track Serial Number field if you wish to track serial numbers. When tracking serial numbers, a dialog box with additional prompts will appear at point of sale when this item is sold using the “Track Serial Numbers feature”.

Label Style is used for those items that do not have a barcode. Style 1 produces a 1”X2” label and style 2 will produce a 1”X1”. 4 label styles are predefined for you from the start. If you wish to change the appearance of these labels, they can be edited using the QEP report writer. The file name is “Label Style 1.QEP” thru “Label Style 4.QEP”.

Use the Apply Tax1 to Apply Tax4 fields to define this item as a taxable item in any of the 4 available taxes. Tax1 thru Tax4 were defined earlier during the installation and setup phase.

Preferred Vendor should be entered for those items of INVENTORY type. Vendors are entered in the Vendor list. Vendor names must be entered first, then they can be chosen in the drop-down list.

Reorder points are used for automated purchase orders. Once the Quantity On Hand reaches below this number, this item can be identified as one which needs to be ordered.



The Inventory Link Tab serves the purpose of defining item links. The item used to fulfill orders when purchasing from vendors are defined in the general tab, and they are considered the master unit. Items listed in this tab are for the purpose for selling broken down cases. If you buy a case of beer from your vendor, the case is defined in the General tab. The Six-Pack and Single bottle are defined in this tab.
For example: The General tab would contain:

ID	Description	UOM	Cost	Price1	Tagalong ID
718103005920	Budweiser 16oz Can	Case	12.00	24.00	BD120

And the Inventory Link tab would contain the following 2 records:

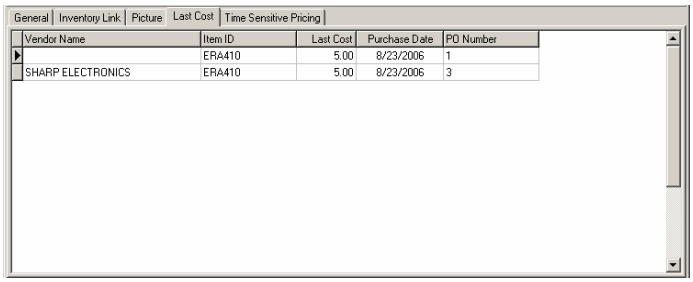
ID	Description	UOM	#Units	Master #Units	Cost	Price1	Tagalong ID
718103005921	Budweiser 16oz Can	6-Pack	6	24	3.00	5.50	BD030
718103005922	Budweiser 16oz Can	Ea	1	24	0.50	1.25	BD005

#Units is a number defining the total number of units in the breakdown. The 6 Pack has a value of 6 and the single (Ea) has a value of 1. Master #Units is the total number of units in the case. The Master record is the record defined in the General tab. In this example that item is a Case of Budweiser 16oz Cans. This case has 24 single cans in it.

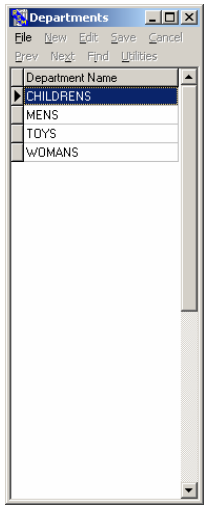
The Tagalong Ids for each of the 3 records are different, because the bottle deposit is different due to the amount of cans sold. 5 centes per can in this example. BD120 represents and item that charges $1.20 bottle deposit, BD030 = 30 cents and BD005 = 5 cents bottle deposit.

The Picture tab is used to define a JPEG or GIF picture file to the item. If the item has a picture file it will be displayed at point of sale when this item is sold. All item pictures must be located in the " <drive>\RSM Server Database\Item Pictures\" folder. Click browse to display the available picture files in that folder. Use any digital camera capable of saving it's pictures as JPEG or GIF.

The Last Cost tab displays last cost data on purchases made from each vendor on this item. This screen is useful if you purchase the same product from multiple vendors. You could then monitor who is giving you that item for the best price.

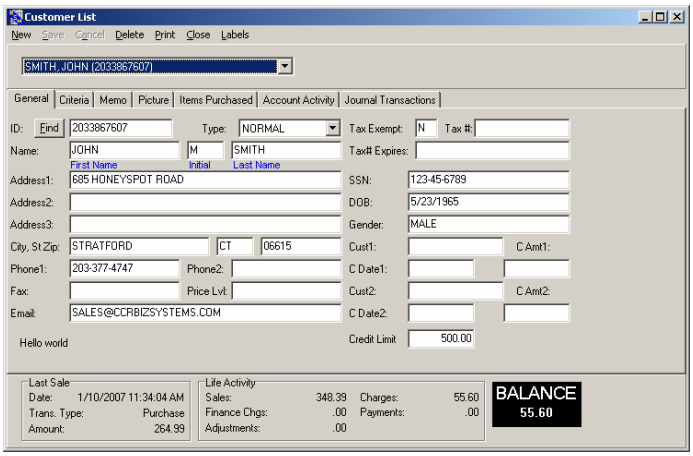


Departments



Departments were discussed earlier in the setup section. This list holds names defined for each department. Department totals are reported using these names. For each item in your item list, you can define a department it's sale will report to.

Customers


Customer List
New Save Cancel Delete Print Close Labels
SMITH, JOHN [2033867607]
General Criteria Memo Picture Items Purchased Account Activity Journal Transactions
ID: Find 2033867607 Type: NORMAL Tax Exempt: N Tax #:
Name: JOHN M SMITH Tax# Expires:
First Name Initial Last Name
Address1: 685 HONEYSPOT ROAD SSN: 123-45-6789
Address2: DOB: 5/23/1965
Address3: Gender: MALE
City, St Zip: STRATFORD CT 06615 Cust1: C Amt1:
Phone1: 203-377-4747 Phone2: C Date1:
Fax: Price Lvl: Cust2: C Amt2:
Email: SALES@CCRBIZSYSTEMS.COM C Date2:
Hello world Credit Limit 500.00
Last Sale
Date: 1/10/2007 11:34:04 AM
Trans. Type: Purchase
Amount: 264.99
Life Activity
Sales: 348.39 Charges: 55.60
Finance Chgs: .00 Payments: .00
Adjustments: .00
BALANCE
55.60

This list holds all customers and their information. The general tab is used for the customer's basic information.

ID is a unique identification number which you define upon entering a new record. You may use numbers and/or letters to define the customer ID. Id 0 (zero) is reserved for the default customer record. Record 0 must not be redefined or deleted.

Type must always be set to NORMAL. The SYSTEM type is used for the default customer record who's ID is 0 (zero).

Price Lvl (Price Level) is used to determine the price an item is sold for. Items have 4 price levels 1 thru 4, this means 4 different prices can be set for each item. Each customer can be assigned a price level.

Tax Exempt is a logical field, valid entries are Y or N. If a customer is Tax Exempt, sales tax on his receipt will be excluded.

Tax # (Tax Exempt Number) is the customers tax exempt number issued to him by the state sales tax authority.

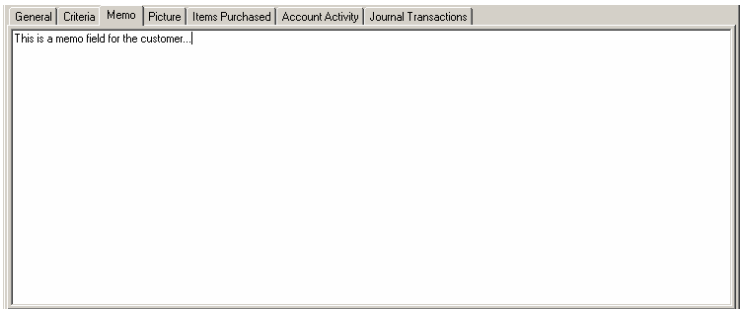
Tax # Expires is the date the tax number expires.

Cust1 and Cust2 are custom alphanumeric fields. Use these fields for your own purpose.

C Date1 and C Date2 are custom date fields. Use these fields for your own purpose.

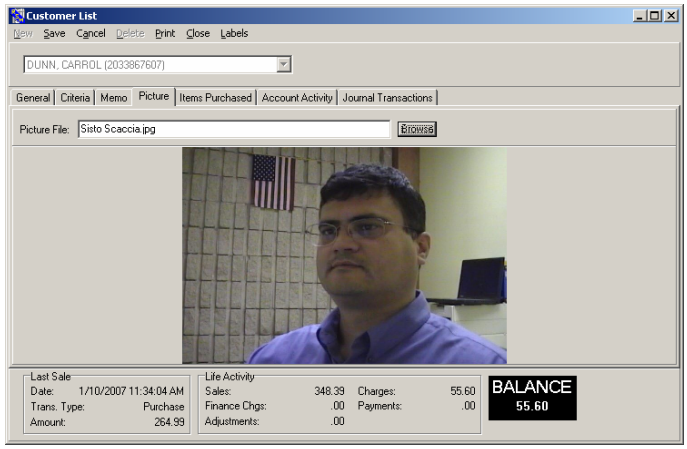
C AMT1 and C Amt2 are custom numeric fields. Use these fields for your own purpose.

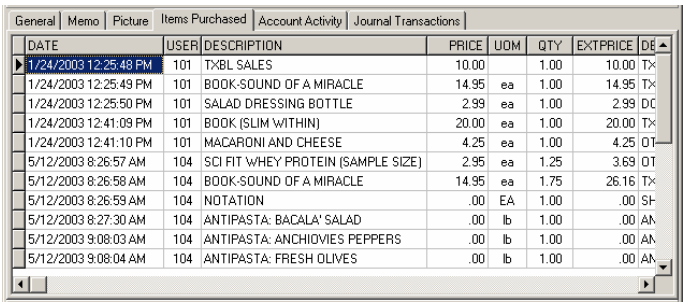
Memo Tab
Memo fields are used to enter very large memos on each customer.


General Criteria Memo Picture Items Purchased Account Activity Journal Transactions
This is a memo field for the customer...

Picture Tab

Each customer can have a picture file defined in their account. If a picture file is defined, whenever the customer ID is entered at point of sale, his picture will appear on the screen. Picture files can be either the JPG or GIF file format. All customer picture files must reside in the "<drive>:\RSM Server Database\Customer Pictures" folder.

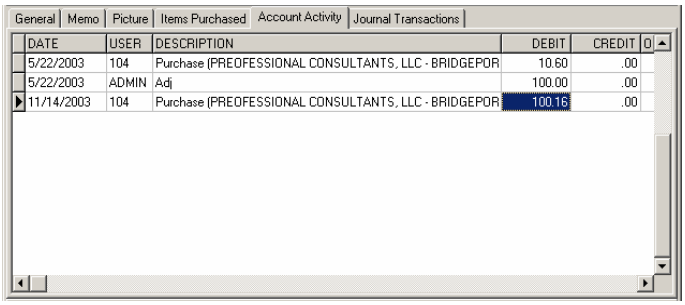



General Memo Picture Items Purchased Account Activity Journal Transactions
DATE USER DESCRIPTION PRICE UOM QTY EXTPRICE
1/24/2003 12:25:48 PM 101 TXBL SALES 10.00 1.00 10.00
1/24/2003 12:25:49 PM 101 BOOK-SOUND OF A MIRACLE 14.95 ea 1.00 14.95
1/24/2003 12:25:50 PM 101 SALAD DRESSING BOTTLE 2.99 ea 1.00 2.99
1/24/2003 12:41:09 PM 101 BOOK (SLIM WITHIN) 20.00 ea 1.00 20.00
1/24/2003 12:41:10 PM 101 MACARONI AND CHEESE 4.25 ea 1.00 4.25
5/12/2003 8:26:57 AM 104 SCI FIT WHEY PROTEIN (SAMPLE SIZE) 2.95 ea 1.25 3.69
5/12/2003 8:26:58 AM 104 BOOK-SOUND OF A MIRACLE 14.95 ea 1.75 26.16
5/12/2003 8:26:59 AM 104 NOTATION .00 EA 1.00 .00
5/12/2003 8:27:30 AM 104 ANTIPASTA: BACALA' SALAD .00 lb 1.00 .00
5/12/2003 9:08:03 AM 104 ANTIPASTA: ANCHIOVIES PEPPERS .00 lb 1.00 .00
5/12/2003 9:08:04 AM 104 ANTIPASTA: FRESH OLIVES .00 lb 1.00 .00

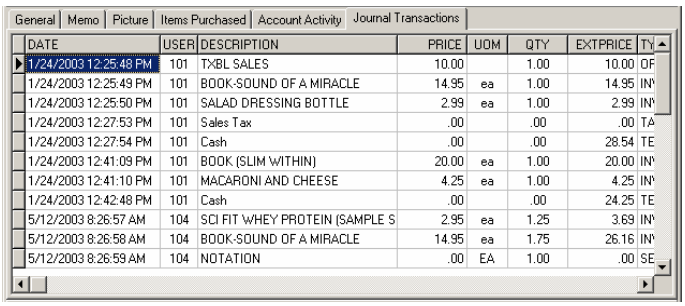
Items Purchased Tab

All items purchased by each customer is recorded on this tab.

Account Activity Tab


General Memo Picture Items Purchased Account Activity Journal Transactions
DATE USER DESCRIPTION DEBIT CREDIT
5/22/2003 104 Purchase (PREOFESSIONAL CONSULTANTS, LLC - BRIDGEPOR 10.60 .00
5/22/2003 ADMIN Adj 100.00 .00
11/14/2003 104 Purchase (PREOFESSIONAL CONSULTANTS, LLC - BRIDGEPOR 100.16 .00

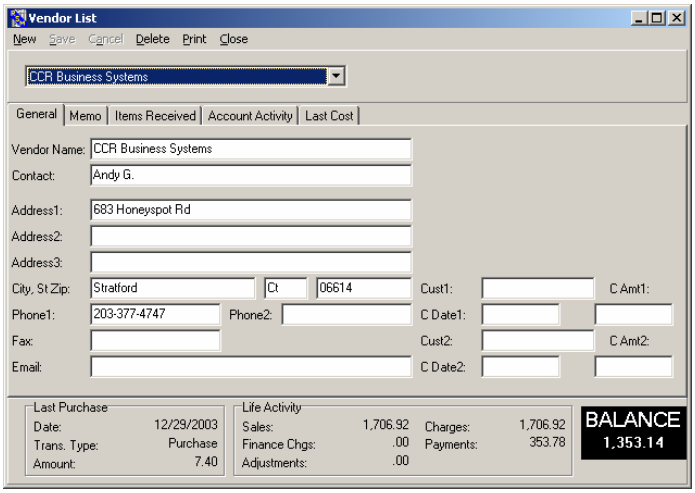
If your system is setup for House Charges then for each On Account charge, payment and adjustment, the transaction is recorded in the account activity screen. At least one tender must be assigned as being a House Charge. This type of setup allows customers to take merchandise on credit. Customer payments are accepted either at the point of sale or by check in mail using the back office feature Receive Payments. Adjustments are made using the Enter Statement Debit/Credit form. All transactions on the Account Activity Tab define the customer's balance.


General Memo Picture Items Purchased Account Activity Journal Transactions
DATE USER DESCRIPTION PRICE UOM QTY EXTPRICE
1/24/2003 12:25:48 PM 101 TXBL SALES 10.00 1.00 10.00
1/24/2003 12:25:49 PM 101 BOOK-SOUND OF A MIRACLE 14.95 ea 1.00 14.95
1/24/2003 12:25:50 PM 101 SALAD DRESSING BOTTLE 2.99 ea 1.00 2.99
1/24/2003 12:27:53 PM 101 Sales Tax .00 .00 .00
1/24/2003 12:27:54 PM 101 Cash .00 .00 28.54
1/24/2003 12:41:09 PM 101 BOOK (SLIM WITHIN) 20.00 ea 1.00 20.00
1/24/2003 12:41:10 PM 101 MACARONI AND CHEESE 4.25 ea 1.00 4.25
1/24/2003 12:42:48 PM 101 Cash .00 .00 24.25
5/12/2003 8:26:57 AM 104 SCI FIT WHEY PROTEIN (SAMPLE S 2.95 ea 1.25 3.69
5/12/2003 8:26:58 AM 104 BOOK-SOUND OF A MIRACLE 14.95 ea 1.75 26.16
5/12/2003 8:26:59 AM 104 NOTATION .00 EA 1.00 .00

Journal Transactions Tab

This screen displays journal entries made during daily sales. All journal transactions for this customer will appear on this form.

Vendors

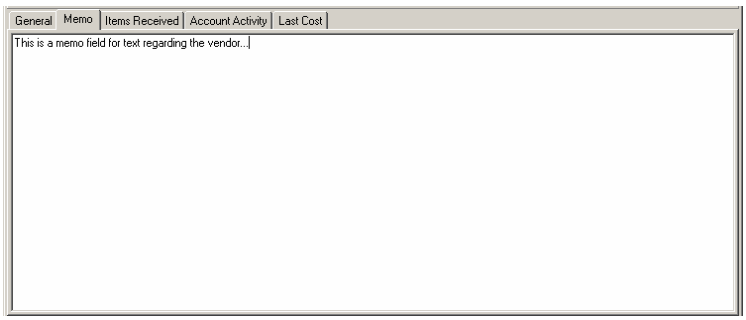


The General Tab is used for entering a vendors basic information. Each item will have a field for Preferred Vendor. In the Item General Tab use a Vendor from this list to assign him to be that item's preferred vendor. As a default, when making automated PO's the preferred vendor will be used.

Cust1 and Cust2 (Custom1 and Custom2) are custom fields of type alphanumeric. Feel free to enter any type of alphanumeric data about the vendor in this field.

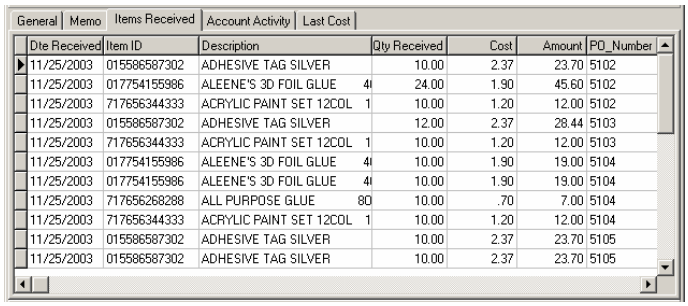
C Date1 and C Date2 (Custom Dates) are custom date fields.

C Amt1 and C Amt2 (Custom Amounts) are custom numeric fields.

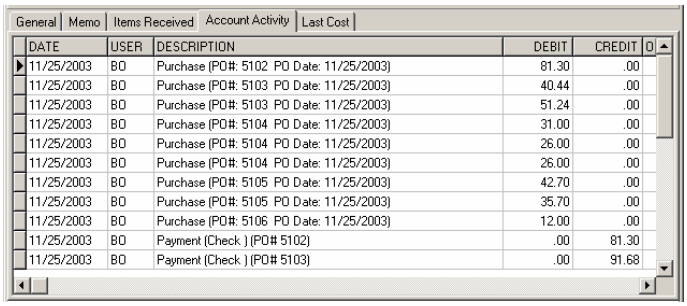


Memo Tab
Memos can contain a very lage amount of text regarding this vendor. Enter information on this tab pertaining to you vendor.

Items Received Tab
The Items Received tab will display all items purchased from this vendor.



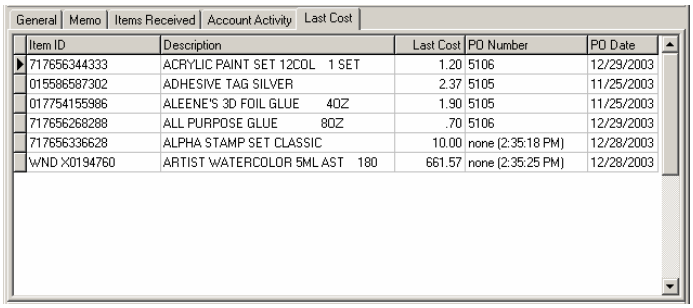
Dte Received	Item ID	Description	Qty Received	Cost	Amount	PO_Number
11/25/2003	015586587302	ADHESIVE TAG SILVER	10.00	2.37	23.70	5102
11/25/2003	017754155986	ALEENE'S 3D FOIL GLUE 4	24.00	1.90	45.60	5102
11/25/2003	717656344333	ACRYLIC PAINT SET 12COL 1	10.00	1.20	12.00	5102
11/25/2003	015586587302	ADHESIVE TAG SILVER	12.00	2.37	28.44	5103
11/25/2003	717656344333	ACRYLIC PAINT SET 12COL 1	10.00	1.20	12.00	5103
11/25/2003	017754155986	ALEENE'S 3D FOIL GLUE 4	10.00	1.90	19.00	5104
11/25/2003	017754155986	ALEENE'S 3D FOIL GLUE 4	10.00	1.90	19.00	5104
11/25/2003	717656268288	ALL PURPOSE GLUE 80	10.00	.70	7.00	5104
11/25/2003	717656344333	ACRYLIC PAINT SET 12COL 1	10.00	1.20	12.00	5104
11/25/2003	015586587302	ADHESIVE TAG SILVER	10.00	2.37	23.70	5105
11/25/2003	015586587302	ADHESIVE TAG SILVER	10.00	2.37	23.70	5105



DATE	USER	DESCRIPTION	DEBIT	CREDIT
11/25/2003	BO	Purchase (PO#: 5102 PO Date: 11/25/2003)	81.30	.00
11/25/2003	BO	Purchase (PO#: 5103 PO Date: 11/25/2003)	40.44	.00
11/25/2003	BO	Purchase (PO#: 5103 PO Date: 11/25/2003)	51.24	.00
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	31.00	.00
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	26.00	.00
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	26.00	.00
11/25/2003	BO	Purchase (PO#: 5105 PO Date: 11/25/2003)	42.70	.00
11/25/2003	BO	Purchase (PO#: 5105 PO Date: 11/25/2003)	35.70	.00
11/25/2003	BO	Purchase (PO#: 5106 PO Date: 11/25/2003)	12.00	.00
11/25/2003	BO	Payment (Check) (PO# 5102)	.00	81.30
11/25/2003	BO	Payment (Check) (PO# 5103)	.00	91.68

Account Activity Tab

The Account Activity tab displays account activity transactions. Transactions include, purchases made using credit. Payments made to the vendor and any adjustments made by the vendor or yourself. The sum of all debits minus the sum of all credits define your vendor balance due.



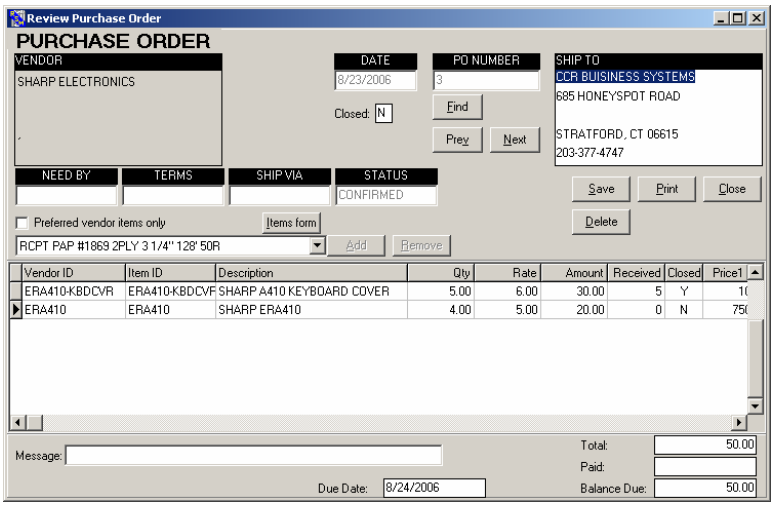
Item ID	Description	Last Cost	PO Number	PO Date
717656344333	ACRYLIC PAINT SET 12COL 1 SET	1.20	5106	12/29/2003
015586587302	ADHESIVE TAG SILVER	2.37	5105	11/25/2003
017754155986	ALEENE'S 3D FOIL GLUE 4OZ	1.90	5105	11/25/2003
717656268288	ALL PURPOSE GLUE 8OZ	.70	5106	12/29/2003
717656336628	ALPHA STAMP SET CLASSIC	10.00	none (2:35:18 PM)	12/28/2003
WND X0194760	ARTIST WATERCOLOR 5ML AST 180	661.57	none (2:35:25 PM)	12/28/2003

Last Cost Tab

The Last Cost tab displays items you purchased from this vendor and the last price you paid to purchase the item.

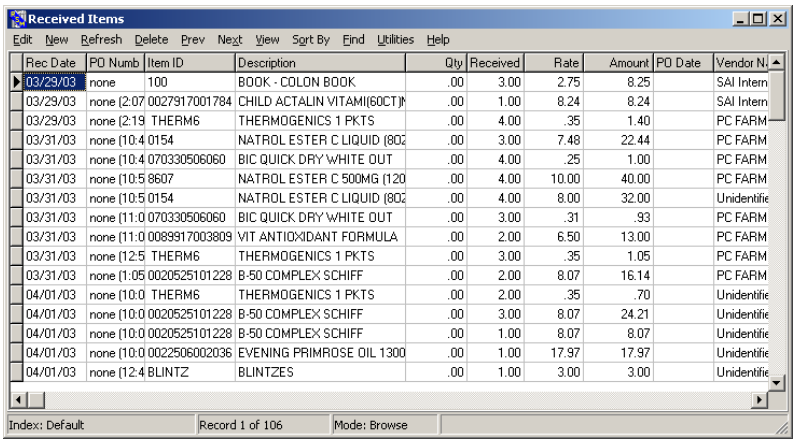
Gift Cards – *Pending Documentation*

Purchase Orders



The Purchase Order form will give you the ability to view and edit some fields in the purchase orders you created. Another form named Create Purchase Order is used to create your purchase order entry. The form is located in the Activities menu. Use this form to add/modify items on the order, reference purchase order information, and reprint the order. *Note: If the order is fully or partially filled, modifications will not be allowed.* To change the quantity ordered amount for an item, simply change the QTY (quantity) field of that item. To add another item to the order, select the item from the drop down list and then click the Add button. Be sure to edit the quantity ordered field for that item. To delete an item listed in the purchase order, use your mouse to select the row the item resides on and then click the Delete button. Be sure to click Save after changes are made.

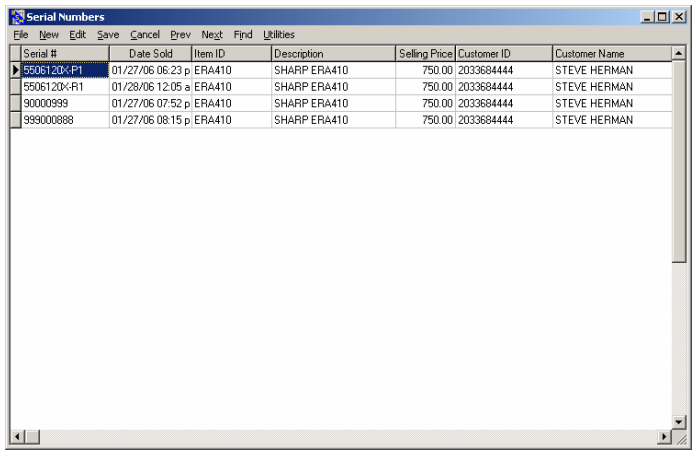
Received Items


Received Items
Edit New Refresh Delete Prev Next View Sort By Find Utilities Help
Rec Date
PO Numb
Item ID
Description
Qty
Received
Rate
Amount
PO Date
Vendor N
03/29/03 none 100 BOOK - COLON BOOK .00 3.00 2.75 8.25 SAI Intern
03/29/03 none (2:07 0027917001784 CHILD ACTALIN VITAMI(60CT)N .00 1.00 8.24 8.24 SAI Intern
03/29/03 none (2:19 THERM6 THERMOGENICS 1 PKTS .00 4.00 .35 1.40 PC FARM
03/31/03 none (10:4 0154 NATROL ESTER C LIQUID (80 .00 3.00 7.48 22.44 PC FARM
03/31/03 none (10:4 070330506060 BIC QUICK DRY WHITE OUT .00 4.00 .25 1.00 PC FARM
03/31/03 none (10:5 8607 NATROL ESTER C 500MG (120 .00 4.00 10.00 40.00 PC FARM
03/31/03 none (10:5 0154 NATROL ESTER C LIQUID (80 .00 4.00 8.00 32.00 Unidentifie
03/31/03 none (11:0 070330506060 BIC QUICK DRY WHITE OUT .00 3.00 .31 .93 PC FARM
03/31/03 none (11:0 0089917003809 VIT ANTIOXIDANT FORMULA .00 2.00 6.50 13.00 PC FARM
03/31/03 none (12:5 THERM6 THERMOGENICS 1 PKTS .00 3.00 .35 1.05 PC FARM
03/31/03 none (1:05 0020525101228 B-50 COMPLEX SCHIFF .00 2.00 8.07 16.14 PC FARM
04/01/03 none (10:0 THERM6 THERMOGENICS 1 PKTS .00 2.00 .35 .70 Unidentifie
04/01/03 none (10:0 0020525101228 B-50 COMPLEX SCHIFF .00 3.00 8.07 24.21 Unidentifie
04/01/03 none (10:0 0020525101228 B-50 COMPLEX SCHIFF .00 1.00 8.07 8.07 Unidentifie
04/01/03 none (10:0 0022506002036 EVENING PRIMROSE OIL 1300 .00 1.00 17.97 17.97 Unidentifie
04/01/03 none (12:4 BLINTZ BLINTZES .00 1.00 3.00 3.00 Unidentifie
Index: Default
Record 1 of 106
Mode: Browse

All items received from purchase orders or manual received items appear in this list. Use the list for reference only. Items are recived using the Receive Items form. This can be found under the Activities, Inventory menu. Receiving items will be explained in more detail in a later section (Activities, Inventory, Receive Items).

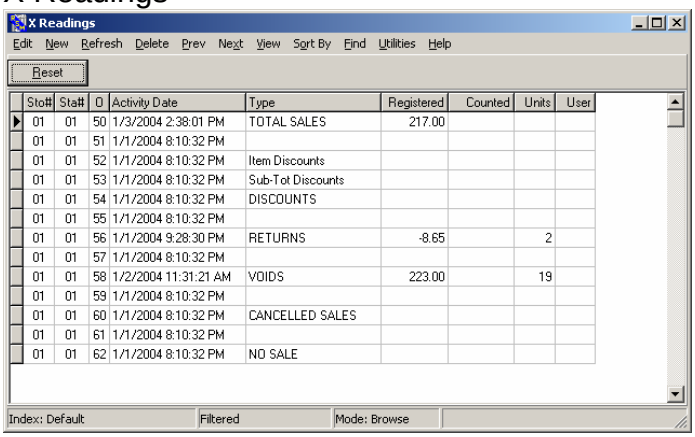
Serial Numbers

Serial Numbers list all items sold with serial number tracking set to On. Item's can be defined to Track Serial Numbers. If you check off the field "Track Serial Numbers",. whenever that item is sold, a prompt for serial number and notes will be displayed at the point of sale. The items sold and it's serial information is listed here.



Serial #	Date Sold	Item ID	Description	Selling Price	Customer ID	Customer Name
5506120X-P1	01/27/06 06:23 p	ERA410	SHARP ERA410	750.00	2033684444	STEVE HERMAN
5506120X-R1	01/28/06 12:05 a	ERA410	SHARP ERA410	750.00	2033684444	STEVE HERMAN
90000999	01/27/06 07:52 p	ERA410	SHARP ERA410	750.00	2033684444	STEVE HERMAN
999000888	01/27/06 08:15 p	ERA410	SHARP ERA410	750.00	2033684444	STEVE HERMAN

X Readings

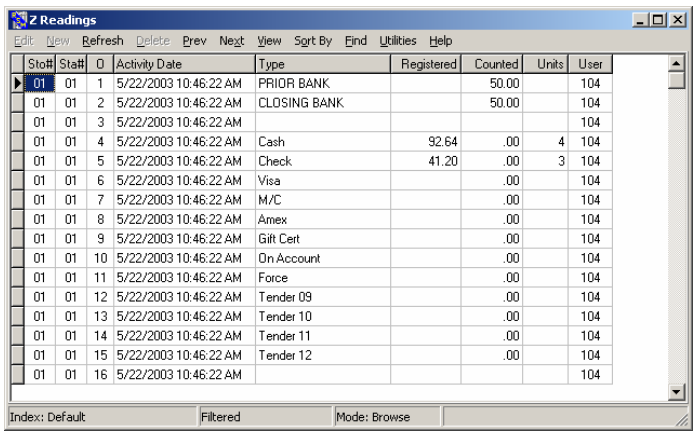


Sto#	Sta#	0	Activity Date	Type	Registered	Counted	Units	User
01	01	50	1/3/2004 2:38:01 PM	TOTAL SALES	217.00			
01	01	51	1/1/2004 8:10:32 PM					
01	01	52	1/1/2004 8:10:32 PM	Item Discounts				
01	01	53	1/1/2004 8:10:32 PM	Sub-Tot Discounts				
01	01	54	1/1/2004 8:10:32 PM	DISCOUNTS				
01	01	55	1/1/2004 8:10:32 PM					
01	01	56	1/1/2004 9:28:30 PM	RETURNS	-8.65		2	
01	01	57	1/1/2004 8:10:32 PM					
01	01	58	1/2/2004 11:31:21 AM	VOIDS	223.00		19	
01	01	59	1/1/2004 8:10:32 PM					
01	01	60	1/1/2004 8:10:32 PM	CANCELLED SALES				
01	01	61	1/1/2004 8:10:32 PM					
01	01	62	1/1/2004 8:10:32 PM	NO SALE				

This screen compiles readings from all point of sales stations. It is useful only when running more than one sales station. This screen must be RESET (clear totals) at the beginning of the day otherwise it will continue to accumulate sales totals from prior days. It is usfull for monitoring combined sales data readings from all POS workstations.

Z Readings

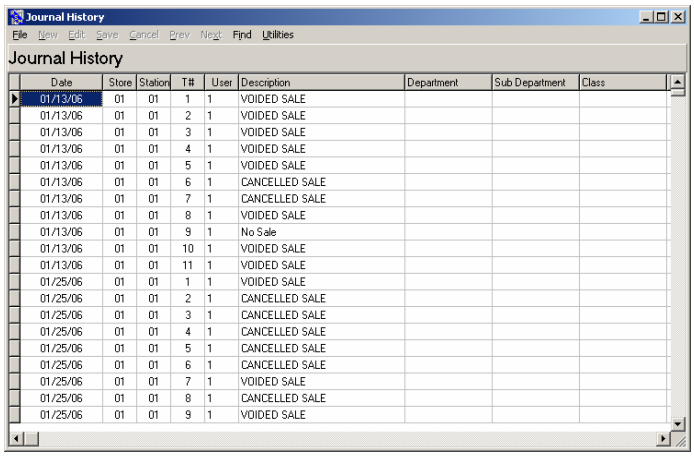
Whenever a POS Station performs a Z-Reading (Clears out totals) it posts its reading in this table. Use this table to reference Z-Readings.



Sto#	Sta#	0	Activity Date	Type	Registered	Counted	Units	User
01	01	1	5/22/2003 10:46:22 AM	PRIOR BANK		50.00		104
01	01	2	5/22/2003 10:46:22 AM	CLOSING BANK		50.00		104
01	01	3	5/22/2003 10:46:22 AM					104
01	01	4	5/22/2003 10:46:22 AM	Cash	92.64	.00	4	104
01	01	5	5/22/2003 10:46:22 AM	Check	41.20	.00	3	104
01	01	6	5/22/2003 10:46:22 AM	Visa		.00		104
01	01	7	5/22/2003 10:46:22 AM	M/C		.00		104
01	01	8	5/22/2003 10:46:22 AM	Amex		.00		104
01	01	9	5/22/2003 10:46:22 AM	Gift Cert		.00		104
01	01	10	5/22/2003 10:46:22 AM	On Account		.00		104
01	01	11	5/22/2003 10:46:22 AM	Force		.00		104
01	01	12	5/22/2003 10:46:22 AM	Tender 09		.00		104
01	01	13	5/22/2003 10:46:22 AM	Tender 10		.00		104
01	01	14	5/22/2003 10:46:22 AM	Tender 11		.00		104
01	01	15	5/22/2003 10:46:22 AM	Tender 12		.00		104
01	01	16	5/22/2003 10:46:22 AM					104

Journal History

The end of day (Z-Reading) will post all sales transaction to this table. Use this form to reference detailed transaction data. All POS Workstation transactions are recored here.



Date	Store	Station	T#	User	Description	Department	Sub Department	Class
01/13/06	01	01	1	1	VOIDED SALE			
01/13/06	01	01	2	1	VOIDED SALE			
01/13/06	01	01	3	1	VOIDED SALE			
01/13/06	01	01	4	1	VOIDED SALE			
01/13/06	01	01	5	1	VOIDED SALE			
01/13/06	01	01	6	1	CANCELLED SALE			
01/13/06	01	01	7	1	CANCELLED SALE			
01/13/06	01	01	8	1	VOIDED SALE			
01/13/06	01	01	9	1	No Sale			
01/13/06	01	01	10	1	VOIDED SALE			
01/13/06	01	01	11	1	VOIDED SALE			
01/25/06	01	01	1	1	VOIDED SALE			
01/25/06	01	01	2	1	CANCELLED SALE			
01/25/06	01	01	3	1	CANCELLED SALE			
01/25/06	01	01	4	1	CANCELLED SALE			
01/25/06	01	01	5	1	CANCELLED SALE			
01/25/06	01	01	6	1	CANCELLED SALE			
01/25/06	01	01	7	1	VOIDED SALE			
01/25/06	01	01	8	1	CANCELLED SALE			
01/25/06	01	01	9	1	VOIDED SALE			

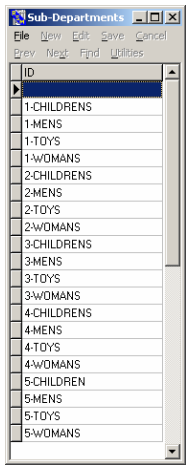
Other Lists

Item Types

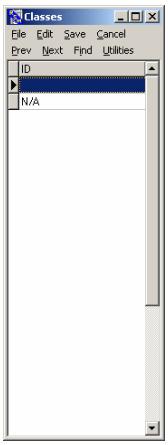
The Item Types list are pre-defined values. COUPON is not yet being utilized, do not use this type when defining a new item in the Item List form. INVENTORY, the most commonly used type, is used for all items you want to track inventory on. INVENTORYLINK type items are defined for those items whose master item is of type INVENTORY. An INVENTORYLINKE type item is used as a case breakdown. “Buy by the case and sell by the six-pack or single bottle”. The six-pack in this example is the INVENTORYLINK item, and the master item is the case. NON-INVENTORY and SERVICE types are used for items you do not want to track inventory on,

Sub-Departments

This list defines all available sub-department names for your items. Just as department totals can be totaled, sub-department totals can be compiled also. This list of sub-departments are displayed in the sub-department drop down list when editing items in your Item List.

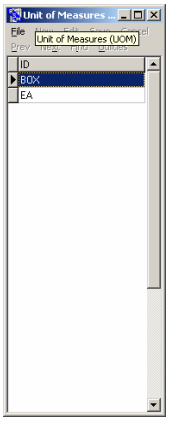


Classes



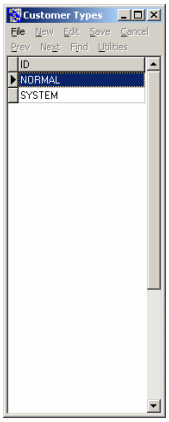
Just like your departments and sub-departments, this is another list to be used to drop-down in the Item List to define the item's class. Sales totals can be summarized by Class.

UOM



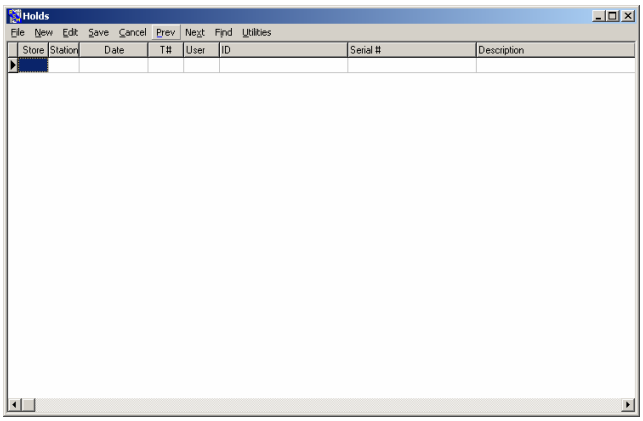
The Unit Of Measure (UOM) list makes a Unit Of Measure drop-down list available to the item when editing. UOM's are for your information on tracking what UOM the item is sold at or purchased in.

Customer Types



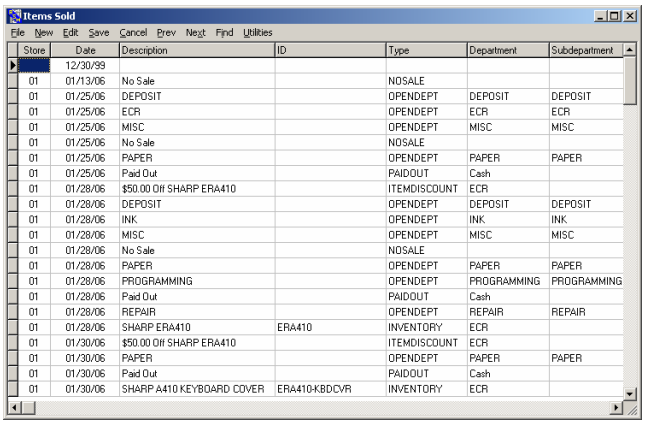
There are 2 Customer Types available in this list. Always use the NORMAL customer type when entering a new customer in the Customer table. There is one SYSTEM type customer. That record is used by the system as a default customer record.

Holds



Holds

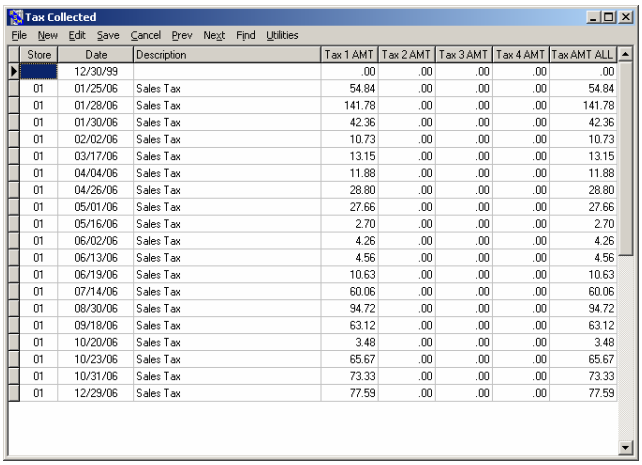
Items Sold



Store	Date	Description	ID	Type	Department	Subdepartment
	12/30/99					
01	01/13/06	No Sale		NOSALE		
01	01/25/06	DEPOSIT		OPENDEPT	DEPOSIT	DEPOSIT
01	01/25/06	ECR		OPENDEPT	ECR	ECR
01	01/25/06	MISC		OPENDEPT	MISC	MISC
01	01/25/06	No Sale		NOSALE		
01	01/25/06	PAPER		OPENDEPT	PAPER	PAPER
01	01/25/06	Paid Out		PAIDOUT	Cash	
01	01/28/06	$50.00 Off SHARP ERA410		ITEMDISCOUNT	ECR	
01	01/28/06	DEPOSIT		OPENDEPT	DEPOSIT	DEPOSIT
01	01/28/06	INK		OPENDEPT	INK	INK
01	01/28/06	MISC		OPENDEPT	MISC	MISC
01	01/28/06	No Sale		NOSALE		
01	01/28/06	PAPER		OPENDEPT	PAPER	PAPER
01	01/28/06	PROGRAMMING		OPENDEPT	PROGRAMMING	PROGRAMMING
01	01/28/06	Paid Out		PAIDOUT	Cash	
01	01/28/06	REPAIR		OPENDEPT	REPAIR	REPAIR
01	01/28/06	SHARP ERA410	ERA410	INVENTORY	ECR	
01	01/30/06	$50.00 Off SHARP ERA410		ITEMDISCOUNT	ECR	
01	01/30/06	PAPER		OPENDEPT	PAPER	PAPER
01	01/30/06	Paid Out		PAIDOUT	Cash	
01	01/30/06	SHARP A410 KEYBOARD COVER	ERA410-KBDCVR	INVENTORY	ECR	

Items Sold

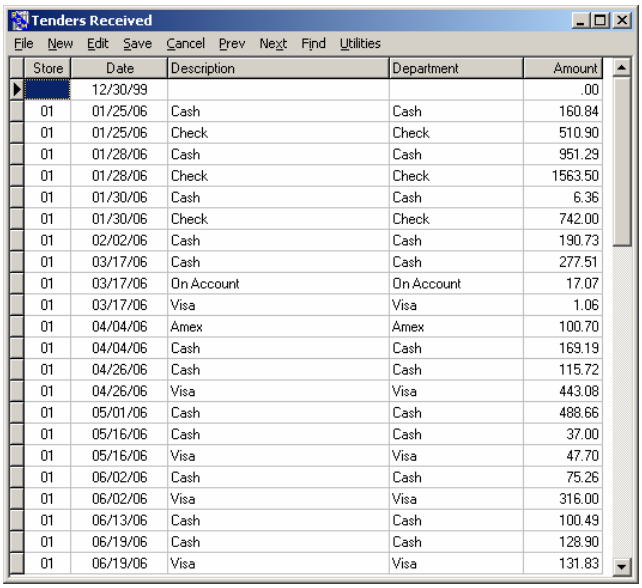
Tax Collected



Store	Date	Description	Tax 1 AMT	Tax 2 AMT	Tax 3 AMT	Tax 4 AMT	Tax AMT ALL
	12/30/99		.00	.00	.00	.00	.00
01	01/25/06	Sales Tax	54.84	.00	.00	.00	54.84
01	01/28/06	Sales Tax	141.78	.00	.00	.00	141.78
01	01/30/06	Sales Tax	42.36	.00	.00	.00	42.36
01	02/02/06	Sales Tax	10.73	.00	.00	.00	10.73
01	03/17/06	Sales Tax	13.15	.00	.00	.00	13.15
01	04/04/06	Sales Tax	11.88	.00	.00	.00	11.88
01	04/26/06	Sales Tax	28.80	.00	.00	.00	28.80
01	05/01/06	Sales Tax	27.66	.00	.00	.00	27.66
01	05/16/06	Sales Tax	2.70	.00	.00	.00	2.70
01	06/02/06	Sales Tax	4.26	.00	.00	.00	4.26
01	06/13/06	Sales Tax	4.56	.00	.00	.00	4.56
01	06/19/06	Sales Tax	10.63	.00	.00	.00	10.63
01	07/14/06	Sales Tax	60.06	.00	.00	.00	60.06
01	08/30/06	Sales Tax	94.72	.00	.00	.00	94.72
01	09/18/06	Sales Tax	63.12	.00	.00	.00	63.12
01	10/20/06	Sales Tax	3.48	.00	.00	.00	3.48
01	10/23/06	Sales Tax	65.67	.00	.00	.00	65.67
01	10/31/06	Sales Tax	73.33	.00	.00	.00	73.33
01	12/29/06	Sales Tax	77.59	.00	.00	.00	77.59

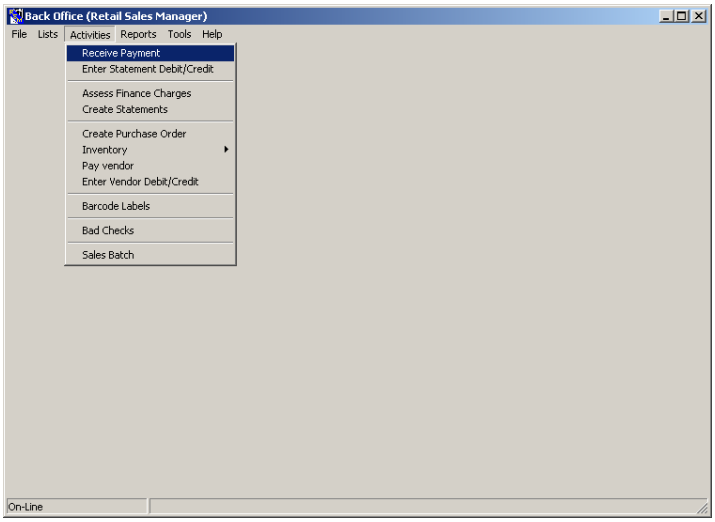
Tax Collected

Tenders Received

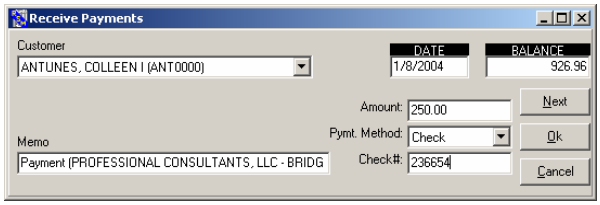


Tenders Received

Activities

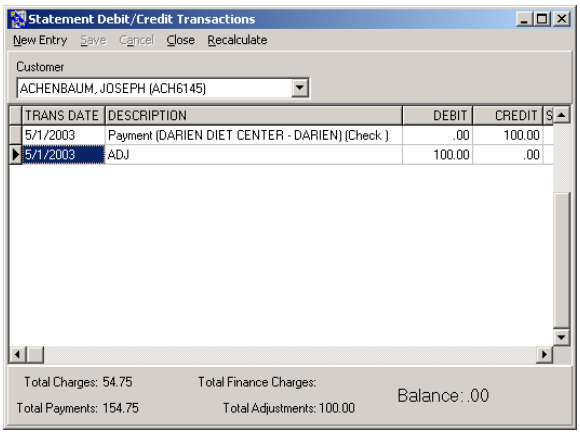


Receive Payments



Customer payments on account can be done in two ways, from the point of sale program or from using this form in the back office module. The point of sale method is described in the section Point Of Sale Software, On Account Payment function. To receive a payment using this form do the following. Select the customer from the drop down list. Enter the amount of the payment. Using the drop down list, select the payment type. If the payment is by check, enter the check number. There is an optional memo you can type on the lower left section of the from. When all entries are made click the Ok button. Use the Next button to save your entry and go on to creating another payment record.

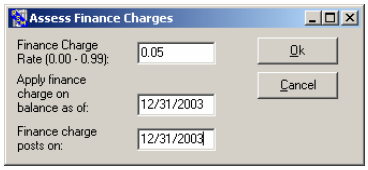
Enter Statement Debit/Credit



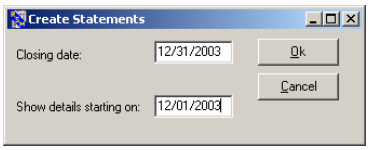
Customer balances can be adjusted using this form. Click New Entry. Enter the date of the transaction. Type the adjustment description. Enter the Debit or Credit amount. Note: A debit entry will raise the customer balance and a Credit entry will decrease the balance. Click save when finished. The system will automatically recalculate the balance, if it dosen't use the Recalculate menu option.

Assess Finance Charges

Enter the finance charge rate. For example, enter 0.05 to represent 5%. The 5% will be calculated on the balance as of the date entered in the field "Apply Finance charge on balance as of". The date field "Finance charge posts on" represents the finance charge transaction date. Finally click the Ok button to assess the finance charges.

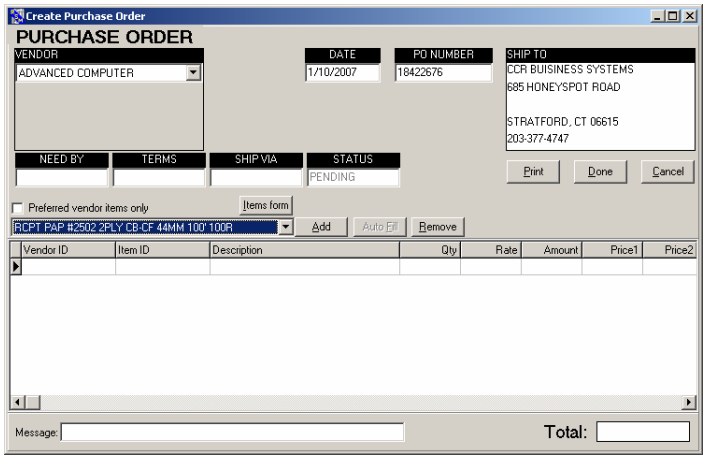


Create Statements



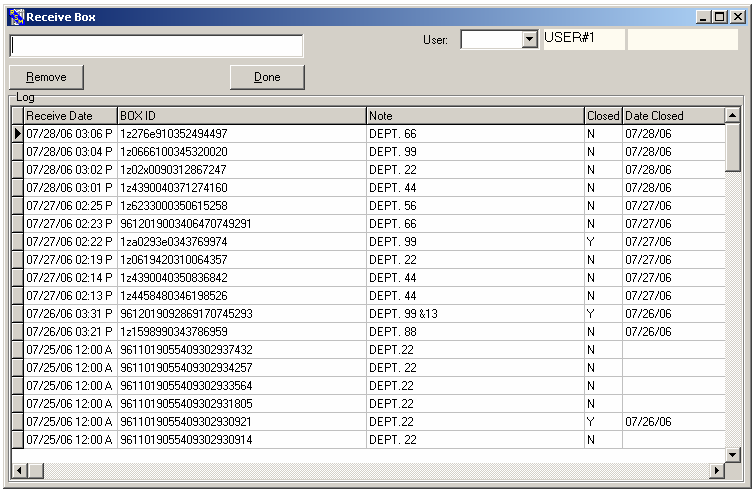
The Create Staments dialog creates data in a new table used to print statements. All charges made up until the Closing date will be included on the statement. The Show Details date defines the date to begin displaying details on the statement. A summary (Previous Balance if it exists) will be displayed for all transaction before the Show Details date. After creating statements, go to Reports, A/R Reports, Print Statements, to print customer statements.

Create Purchase Orders



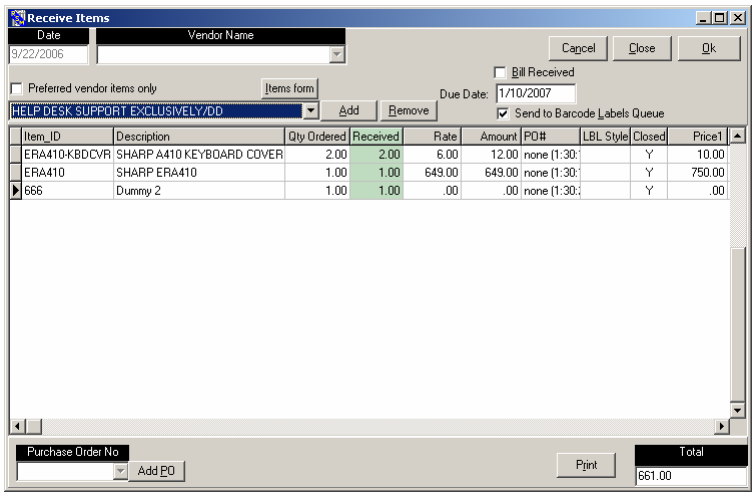
Create a purchase order for your vendors. Select the vendor from the drop down list. Enter the date. Type in your purchase order number. Fill in the fields, Need By, Terms and Ship Via. Use the drop down list to select the item then click add. Add all items you are ordering. To remove an item, select it from the list and click the Remove button. When all items you need to order are listed on the form, change each items Qty to represent how many of each you are ordering. An optional message can be typed on the bottom portion of this form. Click print to print your purchase order. Click Done when finished. If you need to make changes or delete the entire order, you will need to go to List, Purchase Orders.

Inventory

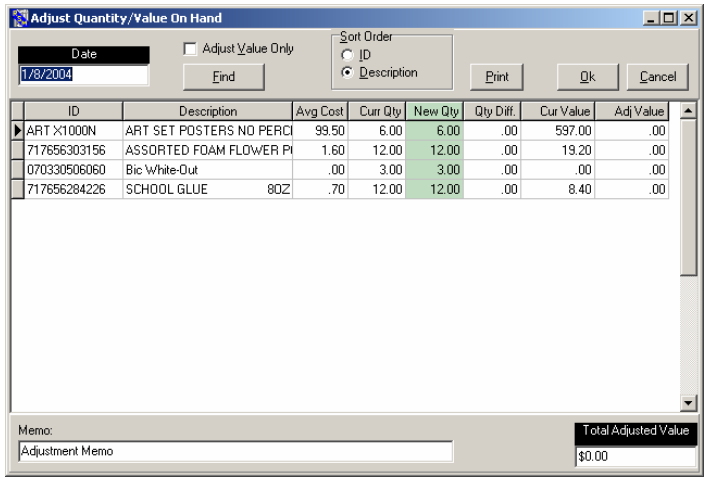


Receive Boxes

Receive Items



The receive items form is used to add inventory to your stock. Enter the date you received the items. Choose the vendor the items are purchased from. You may leave this field blank if you wish not to track this information by vendor. Using the drop down list, select the item you received then click the Add button. Repeat this for all items received. To remove an item from the list you are building, click the item then click the Remove button. When all items are listed on this form, enter the quantities received for each item. Please note: If you created a purchase order for these items, you do not need to add each item, simply choose the Purchase Order number from the drop down list and click Add PO. This must be done before any items are manually added to the form. By checking off “Bill Received” you will also need to enter the Due Date. This will create a bill for later when you make a payment to this vendor. Click OK when you are ready to post these entries.


Adjust Quantity/Value On Hand
Date
1/8/2004
Adjust Value Only
Find
Sort Order
ID
Description
Print
Ok
Cancel
ID Description Avg Cost Curr Qty New Qty Qty Diff. Cur Value Adj Value
ART X1000N ART SET POSTERS NO PERCI 99.50 6.00 6.00 .00 597.00 .00
717656303156 ASSORTED FOAM FLOWER PI 1.60 12.00 12.00 .00 19.20 .00
070330506060 Bic White-Out .00 3.00 3.00 .00 .00 .00
717656284226 SCHOOL GLUE 8OZ .70 12.00 12.00 .00 8.40 .00
Memo:
Adjustment Memo
Total Adjusted Value
$0.00

Adjust Quantity/Value On Hand

This form is capable of adjusting item quantities on hand or adjusting the value of inventory. You can not do both types of adjustments at the same time.

To adjust the quantity on hand for one or more items fill in the form in the following way:

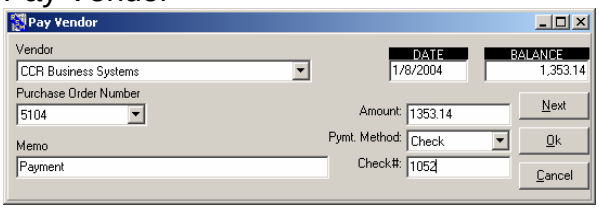
Enter the date of the adjustment. Leave the field “Adjust Value Only” unchecked. Sort your items by ID or Description. If you need to use the Find button, first click on the field you want to search on then click the Find button. Go down the list of items and enter an amount in the new quantity field. If the current quantity is correct, leave New Qty blank. To describe the reason for the adjustment, enter it in the Memo field.The Print button will print out a report displaying only those items who’s quantity has been adjusted and the total amount of adjustments. Finally click the Ok button to make these adjustments permanent.

To adjust the value on hand for items, fill the form out as follows:

The process is exactly the same as adjusting quantities except for two fields. 1. Place a checkmark on the field “Adjust Value Only”. 2. Go down the list and change the “Adj

Value" field. The Avg. Cost field can not be edited, when entering the adjusted value a new average cost will be calculated. The average cost is calculated in the following manner: Avg. Cost = Adj. Value ÷ Cur. Qty.

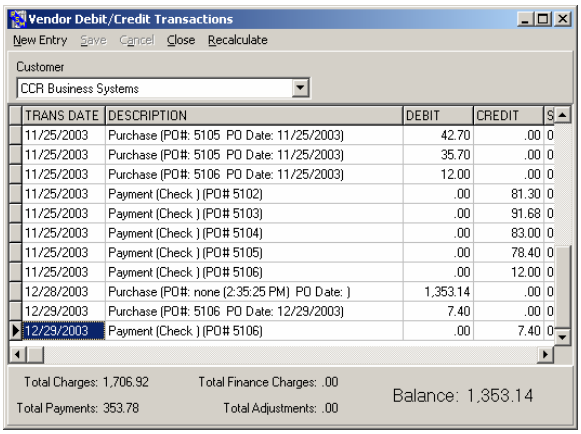
Pay Vendor

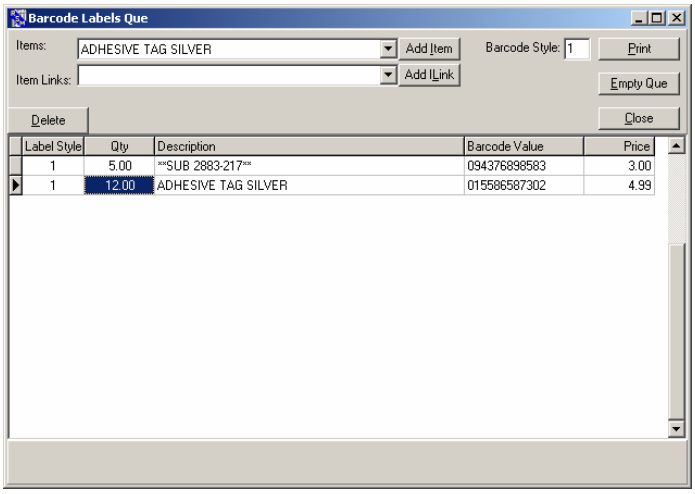


Choose the vendor from the drop down list. Enter the amount of the payment. Choose the payment type from the drop down list. If there is a check number enter it. If there is an associated purchase order for this payment, drop down the list and choose the appropriate purchase order number.

Enter Vendor Debit/Credit

Your vendor balance can be adjusted using this form. Click New Entry, enter the date, the description of the adjustment, debit or credit amount and finally click Save. The system will automatically recalculate the balance after the Save option is clicked. If for some reason it does not recalculate, manually click the Recalculate menu option. Debit entries will increase your balance and credit entries will decrease your balance.


Vendor Debit/Credit Transactions
New Entry Save Cancel Close Recalculate
Customer
CCR Business Systems
TRANS DATE | DESCRIPTION | DEBIT | CREDIT
11/25/2003 | Purchase (PO#: 5105 PO Date: 11/25/2003) | 42.70 | .00
11/25/2003 | Purchase (PO#: 5105 PO Date: 11/25/2003) | 35.70 | .00
11/25/2003 | Purchase (PO#: 5106 PO Date: 11/25/2003) | 12.00 | .00
11/25/2003 | Payment (Check) (PO# 5102) | .00 | 81.30
11/25/2003 | Payment (Check) (PO# 5103) | .00 | 91.68
11/25/2003 | Payment (Check) (PO# 5104) | .00 | 83.00
11/25/2003 | Payment (Check) (PO# 5105) | .00 | 78.40
11/25/2003 | Payment (Check) (PO# 5106) | .00 | 12.00
12/28/2003 | Purchase (PO#: none (2:35:25 PM) PO Date:) | 1,353.14 | .00
12/29/2003 | Purchase (PO#: 5106 PO Date: 12/29/2003) | 7.40 | .00
12/29/2003 | Payment (Check) (PO# 5106) | .00 | 7.40
Total Charges: 1,706.92
Total Finance Charges: .00
Total Payments: 353.78
Total Adjustments: .00
Balance: 1,353.14


Barcode Labels Que
Items: ADHESIVE TAG SILVER
Add Item
Barcode Style: 1
Print
Item Links:
Add ILink
Empty Que
Delete
Close
Label Style | Qty | Description | Barcode Value | Price
1 | 5.00 | **SUB 2883-217** | 094376898583 | 3.00
1 | 12.00 | ADHESIVE TAG SILVER | 015586587302 | 4.99

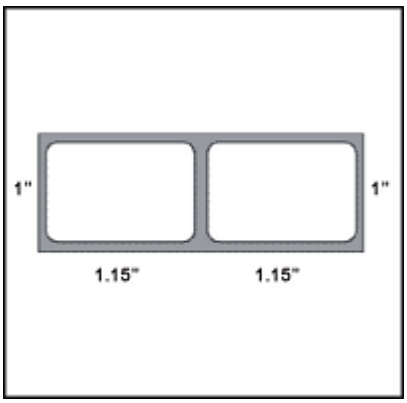
Barcode Labels

This form gives the user the ability to create barcode labels using the Bar Code Blaster printer. Select items from either of the two drop down lists and click the Add Item or Add ILink button. The Add Item button adds the selected item in the Items table, the Add Ilink uses the Item Link table. To learn more about the Item Link file, see List Items. When you are finished adding all items to your list, Choose the approbiate label style for each of the entries. Label style 1 prints a 1" X 2" size label. Style 2 prints 1" X 1", 2 across. Before clicking on Print, next to the print button choose the Barcode style to print. Only items in the list with the barcode style entered in this box will print. After all labels are printed, click the Empty Que button, this will erase all of your entries.

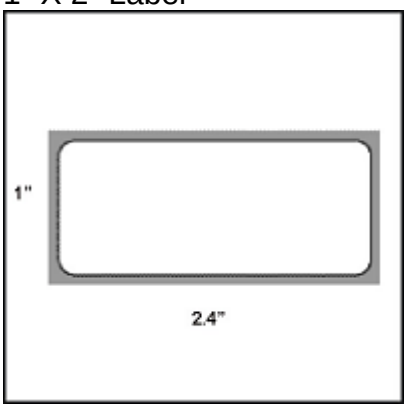
Please note: When you use the Receive Items form, items, label styles and quantities from that form will automatically appear on this form, making your label printing less tedious. So after receiving items into inventory, it is good practice to come back to this screen and print your labels. Default label style for each item are definable in the Item list form.

Sample Barcode Labels

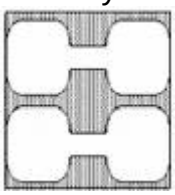
1” X 1” Label



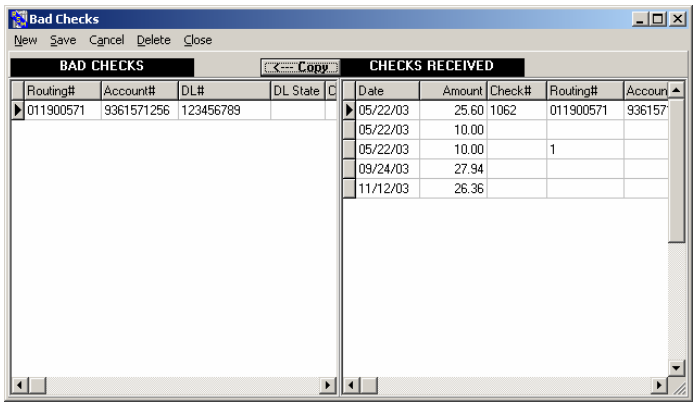
1” X 2” Label



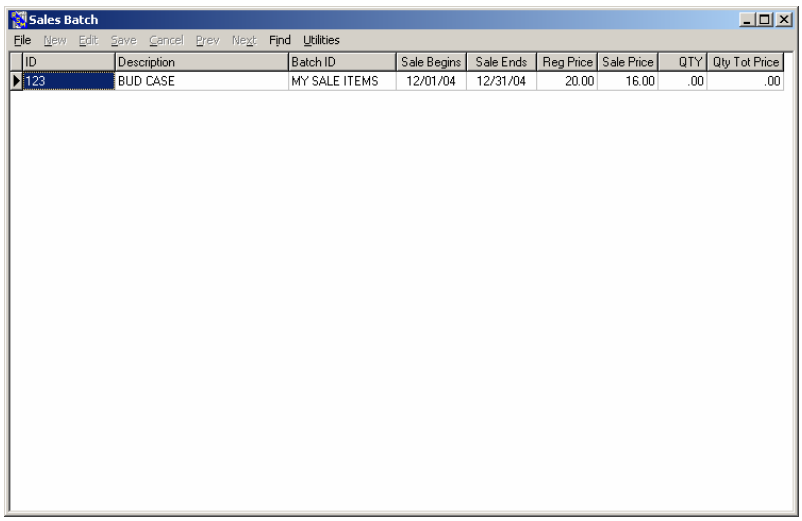
Butterfly Label



Bad Checks



The Bad Checks form is used to build the bad check file. The Bad check file controls the authorization of receiving checks at the point of sale. The authorization only takes place if you setup up the check tender to "Capture Check Data" (See POS Setup, Tenders). When you receive a check, the point of sale will prompt the user for additional information. This information is cross referenced in the Bad Check file. If there is a match, the check will not be authorized for acceptance. The routing number, account number and check number appears on the lower right portion of a personal check, in the respected order. This form displays two tables. The one to the right is a list of all checks received. The list to the left is the bad check file. To move information from the right screen, select the record using your mouse, then click the Copy button. To manually enter a bad check record, click New. Enter the information on the bad check. Click save when finished.


Sales Batch
File New Edit Save Cancel Prev Next Find Utilities
ID Description Batch ID Sale Begins Sale Ends Reg Price Sale Price QTY Qty Tot Price
123 BUD CASE MY SALE ITEMS 12/01/04 12/31/04 20.00 16.00 .00 .00

Sales Batch

The sales batch form allows the user to view items on sale and to place items on sale. There are two ways to defining an item's sale price.

The first way is simple, define the sale price on an item. Make a new entry by clicking "New" and fill in the following fields:
ID (required) – The item id number.
Description (optional) – The item's description.
Batch ID (required) – A batch id, this is for your own organizational use, batch id's are used for sorting or for making global changes within the sales batch list.
Sale Begins (required) – The date the item goes on sale.
Sale Ends (required) – The last day the item is on sale.
Regular Price (optional) – The regular price of the sale item.
Sale Price (required) – The sale price of this item.
Qty (leave blank) – Do not enter an amount, this field is not used for this type of sale definition.

Qty Tot Price (leave blank) – Do not enter an amount, this field is not used for this type of sale definition.
When finished click Save.

The second way of defining a sale item is by quantity. The most common type of quantity discount is of the type “Buy Two Get One Free”. Make a new entry by clicking “New” and fill in the following fields:

ID (required) – The item id number.
Description (optional) – The item’s description.
Batch ID (required) – A batch id, this is for your own organizational use, batch id’s are used for sorting or for making global changes within the sales batch list.
Sale Begins (required) – The date the item goes on sale.
Sale Ends (required) – The last day the item is on sale.
Regular Price (optional) – The regular price of the sale item.
Sale Price (leave blank) – Do not enter an amount, this field is not used for this type of sale definition.
Qty (required) – Minimum quantity required to purchase in order to get the Qty Tot Price.
Qty Tot Price (required) – Total price of minimum quantity purchase for this item.
When finished click Save.

The following is an example how the quantity discount price is calculated at point of sale.
Normal price of White Out is $1.00, the quantity discount sale is defined to be “Buy 2 Get One Free”. The new record in the sales batch will be defined as follows:

ID	Description	Batch ID	Sale Begins	Sale Ends	Reg Price	Sale Price	Qty	Qty Tot Price
070330506060	White Out	BUY2	01/01/2004	01/31/2004	1.00		3	2.00

The following table shows what the item total price will be when purchasing in different quantities.

Qty Purchased	Total Price
1	$1.00
2	$2.00
3	$2.00
4	$3.00
5	$4.00
6	$4.00
etc.	

Entries to the sales batch table can be made using SQL statements. These statements can be written using SQL Editor (Tools, SQL Editor from the back office main menu) An example of an SQL statement that will insert a group of items into the sales batch file is as follows:

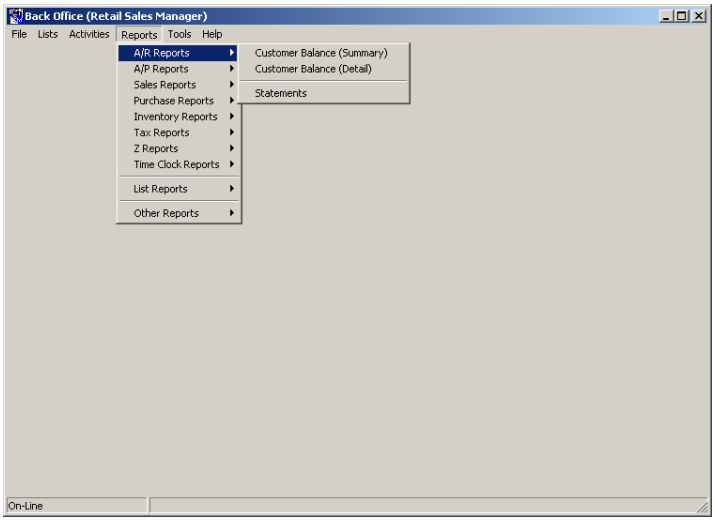
```
/* Use this script to insert Items records into the sales batch table. */
/* All items in this group will be set at a sale price of 80% of it's  */
/* normal price (20% off).                                             */
Insert Into SalesBatch1
 (ID, DESCRIPTION, BATCH_ID, SALE_BEGINS, SALE_ENDS,
  REG_PRICE, SALE_PRICE, QTY, QTY_TOT_PRICE)
 Select
  ID, DESCRIPTION, 'MY SALE ITEMS', '1/1/2002','1/31/2002',
  PRICE1, PRICE1*0.80, 0, 0
 From Items
 Where Department = 'STATIONARY'
```

The following is another SQL example, this statement will delete all items in the sales batch that meet the condition specified.

```
/* Use this script to delete records from the sales batch. */
/*                                                         */
Delete From SalesBatch1
Where Batch_ID = 'MY SALE ITEMS'
```

If you are not familiar with the SQL programming language, please consult your dealer before attempting to execute an SQL script.

Reports



A/R Reports (Accounts Receivables reports)

Customer Balances (Summary)

1/8/2004 **Customer Balance Report (Summary)** Page 1

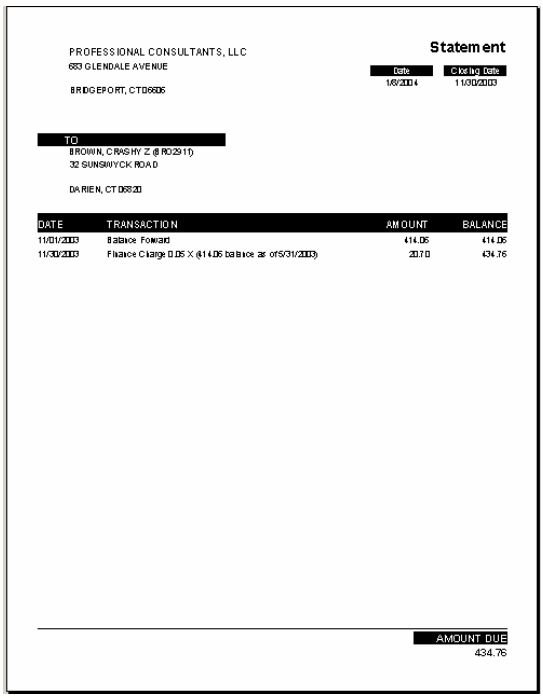
Name	ID	Phone Number(s)	Balance
ANTUNES, COLLEEN I	ANT0000	(203) 856-6698	926.96
ANTUNES, ROBERT I	ANT6698	(203) 856-6698 (203) 846-1217	983.68
ARNOLD, MELISSA	ARN5199	(203) 362-0344 (203) 218-5199	69.11

Customer Balances (Detail)

1/8/2004 **Customer Balance Report (Detail)** Page 1

Trans Date	User	Description	Debit	Credit	Balance
ANTUNES, COLLEEN I (ANT0000) (203) 856-6698					
5/1/2003	ADMIN	Finance Charge	22.59	.00	
11/14/2003	ADMIN	CC CO-PAY ON 11/14 VOIDED	90.00	.00	
11/29/2003	ADMIN	Finance Charge	22.59	.00	
11/30/2003	ADMIN	Finance Charge 0.05 X (775.59 balance as of	38.78	.00	
			2,622.15	1,869.15	926.96
ANTUNES, ROBERT I (ANT6698) (203) 856-6698 (203) 846-1217					
5/1/2003	ADMIN	Finance Charge	26.55	.00	
11/29/2003	ADMIN	Finance Charge	26.55	.00	
11/30/2003	ADMIN	Finance Charge 0.05 X (911.55 balance as of	45.58	.00	
			4,228.69	3,343.69	983.68

Statements



PROFESSIONAL CONSULTANTS, LLC
693 GLENDALE AVENUE
BRIDGEPORT, CT06606

Statement

Date	Closing Date
1/8/2004	11/30/2003

TO
BROWN, CRASHY Z (BRO2911)
32 SUNSWYCK ROAD
DARIEN, CT 06820

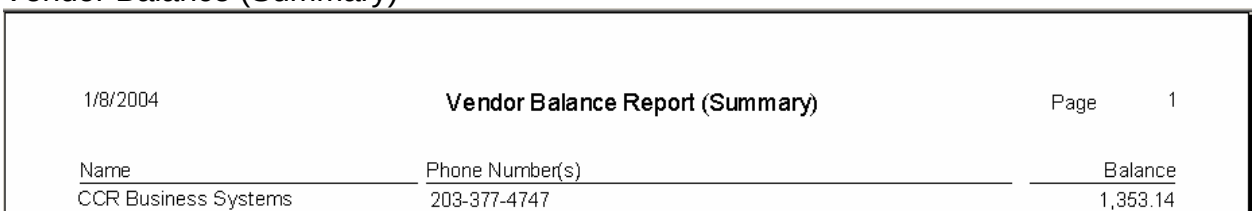
DATE	TRANSACTION	AMOUNT	BALANCE
11/01/2003	Balance Forward	414.06	414.06
11/30/2003	Finance Charge 0.05 X (414.06 balance as of 5/31/2003)	20.70	434.76

AMOUNT DUE
434.76

Statements are designed to display a balance forward, current activity (charges made during the current period as of the closing date), finance charges and a running balance. They are also designed to fit in a double-windowed letter size envelope, where the return address and bill to address align properly to the envelope's windows.

A/P Reports (Accounts Payables reports)

Vendor Balance (Summary)



1/8/2004 **Vendor Balance Report (Summary)** Page 1

Name	Phone Number(s)	Balance
CCR Business Systems	203-377-4747	1,353.14

Vendor Balance (Detail)

1/8/2004 **Vendor Balance Report (Detail)** Page 1

Trans Date	User	Description	Debit	Credit	Balance
CCR Business Systems		203-377-4747			
11/25/2003	BO	Purchase (PO#: 5102 PO Date: 11/25/2003)	81.30	.00	
11/25/2003	BO	Purchase (PO#: 5103 PO Date: 11/25/2003)	40.44	.00	
11/25/2003	BO	Purchase (PO#: 5103 PO Date: 11/25/2003)	51.24	.00	
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	31.00	.00	
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	26.00	.00	
11/25/2003	BO	Purchase (PO#: 5104 PO Date: 11/25/2003)	26.00	.00	
11/25/2003	BO	Purchase (PO#: 5105 PO Date: 11/25/2003)	42.70	.00	
11/25/2003	BO	Purchase (PO#: 5105 PO Date: 11/25/2003)	35.70	.00	
11/25/2003	BO	Purchase (PO#: 5106 PO Date: 11/25/2003)	12.00	.00	
11/25/2003	BO	Payment (Check) (PO# 5102)	.00	81.30	
11/25/2003	BO	Payment (Check) (PO# 5103)	.00	91.68	
11/25/2003	BO	Payment (Check) (PO# 5104)	.00	83.00	
11/25/2003	BO	Payment (Check) (PO# 5105)	.00	78.40	
11/25/2003	BO	Payment (Check) (PO# 5106)	.00	12.00	
12/28/2003	BO	Purchase (PO#: none (2:35:25 PM) PO	1,353.14	.00	
12/29/2003	BO	Purchase (PO#: 5106 PO Date: 12/29/2003)	7.40	.00	
12/29/2003	BO	Payment (Check) (PO# 5106)	.00	7.40	
			1,706.92	353.78	1,353.14

Sales Reports

By Item (Sorted and grouped by item description)

1/8/2004 **SALES BY ITEM** 4

DATE >= '1/01/2003' and DATE <= '6/8/2003'

Description	Type	Department	Sub Department	Qty	Sales
SCI FIT WHEY PROTEIN (SAMPLE SIZE)	INVENTORY	OTHER FOODS		2.25	6.64
SHAPEFAST PLUS BOTTLE (90CT)	INVENTORY	NUTL/HERB		4.00	180.00
SHIPPING & HANDLING	SERVICE	SHIPP & HAND		3.00	26.00

By Department (Sorted and grouped by department)

1/8/2004 **SALES BY DEPARTMENT** 1

DATE >= '1/01/2003' and DATE <= '6/8/2003'

Department	Qty	Sales
DC FOODS	140.00	242.70
HYPNOSIS	62.00	5,325.00

By Sub-Department (Sorted by Sub-Department, item description)
<Same detail as the Sales By Department report except the sort and grouping is by sub-department>

By Class (Sorted by Class)
<Same detail as the Sales By Department report except the sort and grouping is by class>

By Customer (Summary)

1/8/2004 **Sales By Customer (Summary)** Page 3

Date >= '1/01/2003 0:00 A' and Date <= '6/8/2004 11:59 P'

Customer Name and ID	Total Sales
JOHNSON, JOAN (JOH1330)	12.75
KIRBY, BRUCE (KIR3525)	68.40
KNIGHT, EVELYN (KNI9299)	649.00

By Customer (Detail)

1/8/2004 **Sales By Customer (Detail)** Page 11

Date >= '1/01/2003 0:00 A' and Date <= '6/8/2003 11:59 P'

Name	Date	Store#	User#	Trans#	Transaction Amount
HOTCHKISS, HILARY (HOT9238)					
	1/9/2003 2:07:19 PM	01	426	8	563.50
	1/16/2003 3:22:28 PM	01	426	8	2.39
	1/20/2003 3:35:43 PM	01	426	14	14.00
	1/23/2003 2:04:22 PM	01	114	9	28.00
	1/30/2003 3:28:27 PM	01	426	6	312.00
	2/3/2003 3:14:35 PM	01	114	10	15.40
	2/6/2003 3:14:03 PM	01	114	7	28.00
					963.29

By User (Summary)

1/8/2004 **Sales By User (Summary)** Page 1

Date >= '1/01/2003 0:00 A' and Date <= '6/8/2003 11:59 P'

User Name and ID	Total Sales
Currie, Judy (411)	9,134.44
DORR, LAURA (426)	20,855.32
Gewanter, Sarah (102)	379.80
Portanova, Erika (911)	1,090.34

By User (Detail)

1/8/2004 **Sales By User (Detail)** Page 1

Date >= '1/01/2003 0:00 A' and Date <= '1/9/2003 11:59 P' and lastname > ''

Name	Date	Store#	Cust ID	Trans#	Transaction Amount
Currie, Judy (411)					
	1/3/2003 8:16:48 AM	01	DOY6686	1	51.00
	1/3/2003 10:58:32 AM	01	SAB8734	4	80.40
	1/6/2003 7:19:59 AM	01	CUR4387	1	6.46
	1/6/2003 7:58:45 AM	01	MAY0026	3	60.92
	1/8/2003 7:43:47 AM	01	VAN0677	1	125.00
	1/8/2003 8:16:01 AM	01	MAC0204	3	15.40
	1/8/2003 11:25:06 AM	01	0	4	92.95
	1/8/2003 11:38:29 AM	01	GEN5408	5	18.00
	1/8/2003 12:43:17 PM	01	SCH2698	6	29.75
	1/8/2003 3:48:37 PM	01	GAR0000	7	400.00
	1/8/2003 4:01:52 PM	01	STE0204	8	275.00
	1/8/2003 4:12:58 PM	01	CAM8383	11	57.67
	1/8/2003 4:20:34 PM	01	HOL0070	12	100.00
	1/8/2003 5:06:31 PM	01	CUR4387	13	10.27
	1/8/2003 5:18:28 PM	01	MCN1221	14	633.00
					1,955.82

Purchase Reports

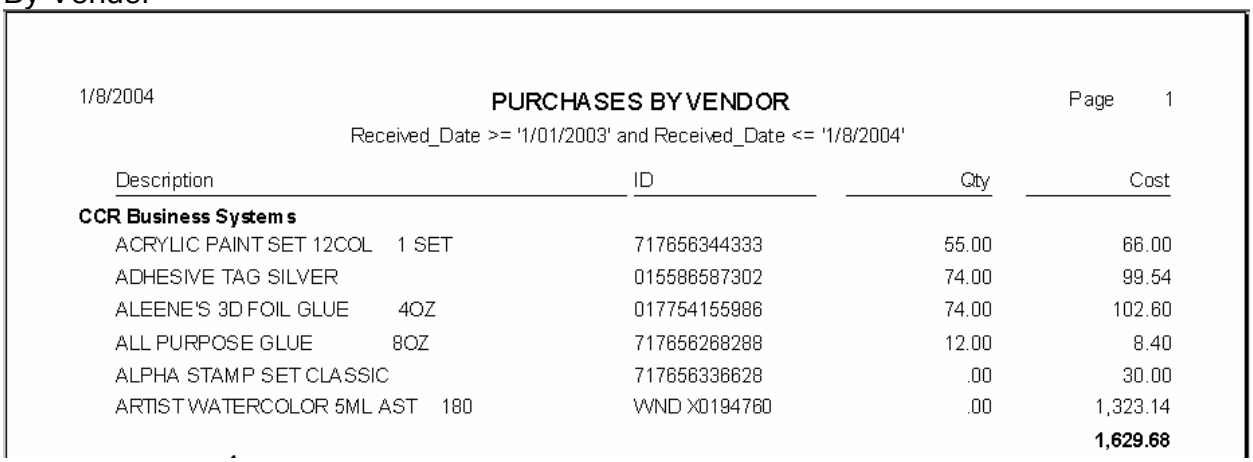
By Item

1/8/2004 **PURCHASES BY ITEM** Page 1

Received_Date >= '1/01/2003' and Received_Date <= '1/8/2004'

Description	ID	Qty	Cost
ACIDOPHILUS CAPSULES(100CT)AMER H	ACIDCAP	1.00	5.50
ACIDOPHILUS SUPPLEMENT (100 CT)	0076630015448	3.00	3.00
ACRYLIC PAINT SET 12COL 1 SET	717656344333	129.00	154.80
ADHESIVE TAG SILVER	015586587302	98.00	232.26

By Vendor

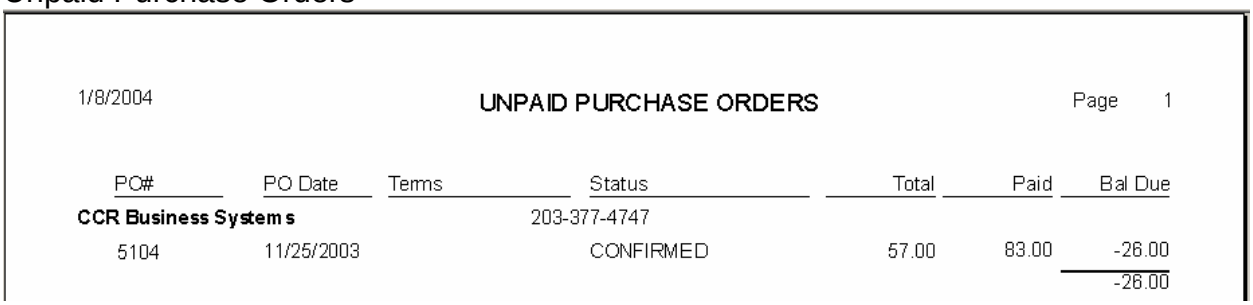


1/8/2004 PURCHASES BY VENDOR Page 1

Received_Date >= '1/01/2003' and Received_Date <= '1/8/2004'

Description	ID	Qty	Cost
CCR Business Systems			
ACRYLIC PAINT SET 12COL 1 SET	717656344333	55.00	66.00
ADHESIVE TAG SILVER	015586587302	74.00	99.54
ALEENE'S 3D FOIL GLUE 4OZ	017754155986	74.00	102.60
ALL PURPOSE GLUE 8OZ	717656268288	12.00	8.40
ALPHA STAMP SET CLASSIC	717656336628	.00	30.00
ARTIST WATERCOLOR 5ML AST 180	WND X0194760	.00	1,323.14
			1,629.68

Unpaid Purchase Orders

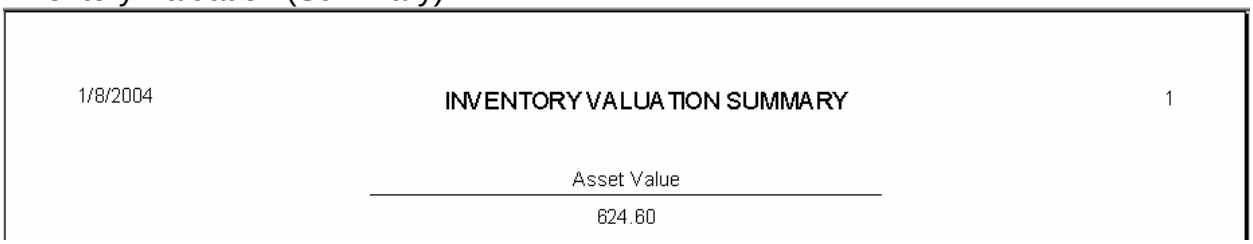


1/8/2004 UNPAID PURCHASE ORDERS Page 1

PO#	PO Date	Terms	Status	Total	Paid	Bal Due
CCR Business Systems		203-377-4747				
5104	11/25/2003		CONFIRMED	57.00	83.00	-26.00
						-26.00

Inventory Reports

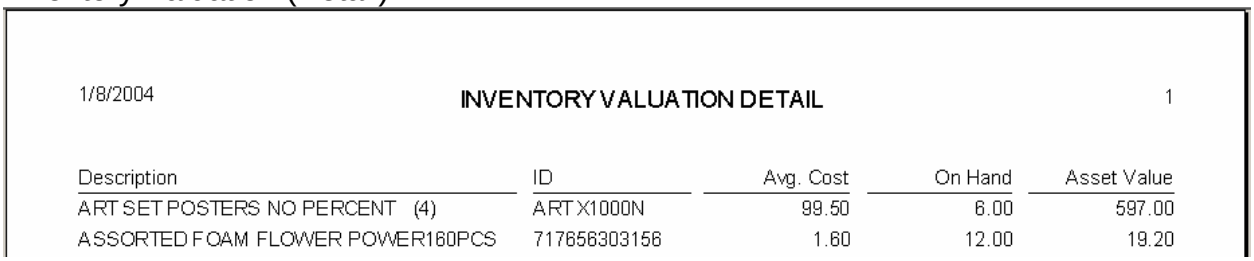
Inventory Valuation (Summary)



1/8/2004 INVENTORY VALUATION SUMMARY 1

Asset Value
624.60

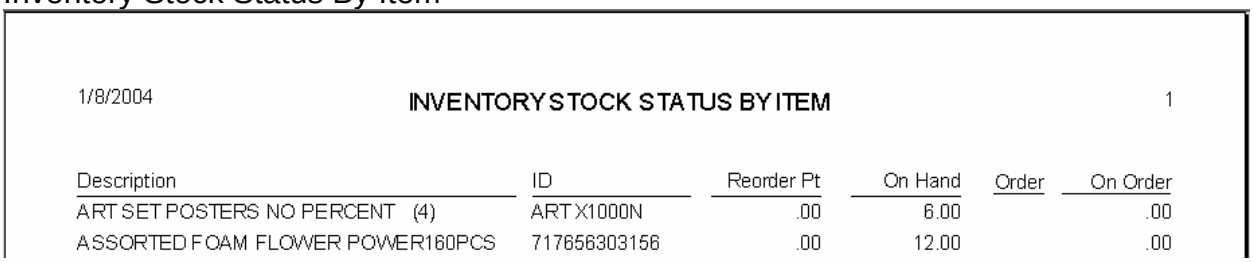
Inventory Valuation (Detail)



1/8/2004 INVENTORY VALUATION DETAIL 1

Description	ID	Avg. Cost	On Hand	Asset Value
ART SET POSTERS NO PERCENT (4)	ART X1000N	99.50	6.00	597.00
ASSORTED FOAM FLOWER POWER160PCS	717656303156	1.60	12.00	19.20

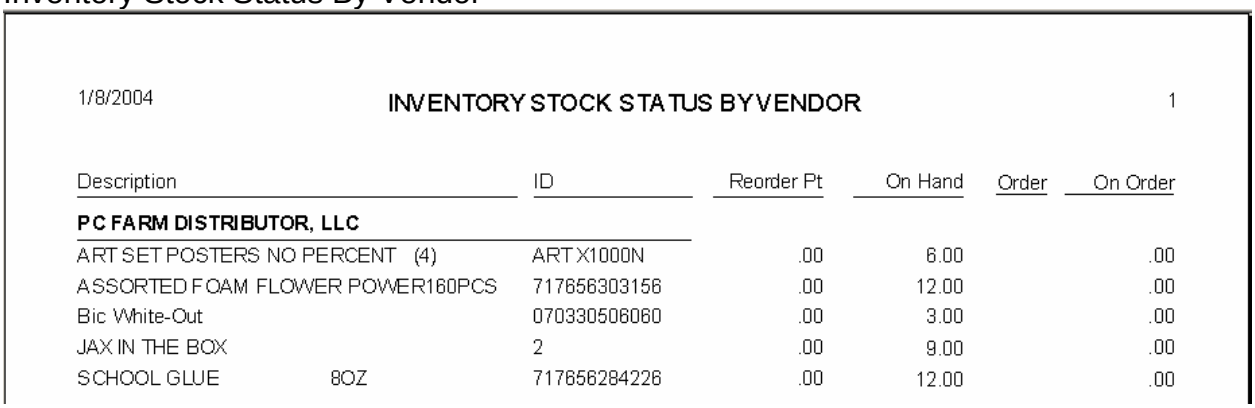
Inventory Stock Status By Item



1/8/2004 INVENTORY STOCK STATUS BY ITEM 1

Description	ID	Reorder Pt	On Hand	Order	On Order
ART SET POSTERS NO PERCENT (4)	ART X1000N	.00	6.00		.00
ASSORTED FOAM FLOWER POWER160PCS	717656303156	.00	12.00		.00

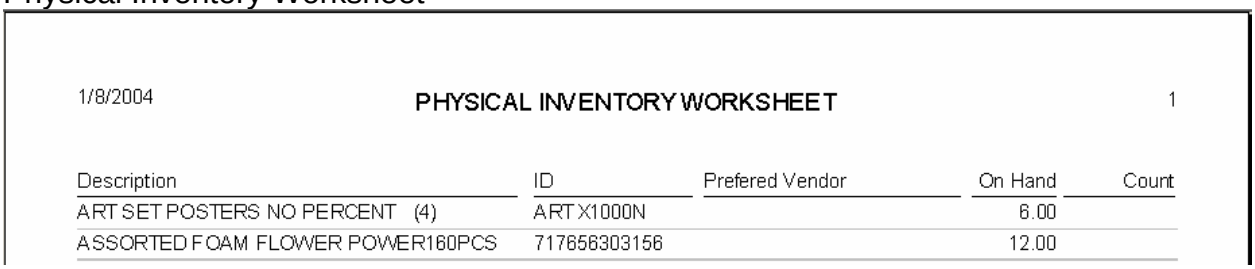
Inventory Stock Status By Vendor



1/8/2004 INVENTORY STOCK STATUS BY VENDOR 1

Description	ID	Reorder Pt	On Hand	Order	On Order
PC FARM DISTRIBUTOR, LLC					
ART SET POSTERS NO PERCENT (4)	ART X1000N	.00	6.00		.00
ASSORTED FOAM FLOWER POWER160PCS	717656303156	.00	12.00		.00
Bic White-Out	070330506060	.00	3.00		.00
JAX IN THE BOX	2	.00	9.00		.00
SCHOOL GLUE 8OZ	717656284226	.00	12.00		.00

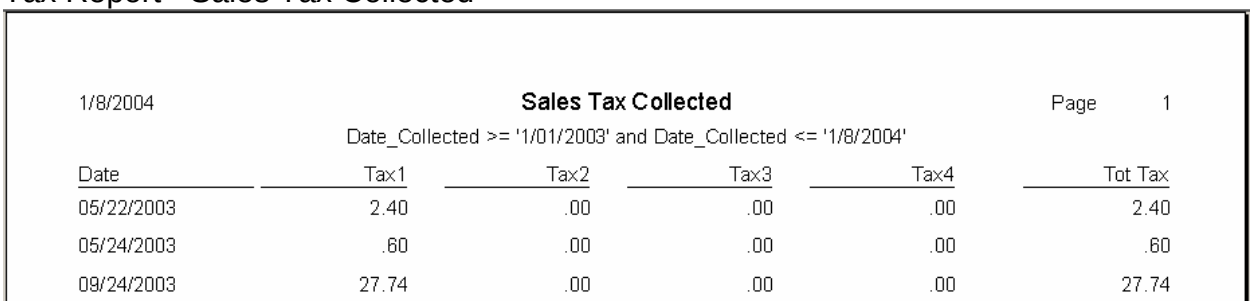
Physical Inventory Worksheet



1/8/2004 PHYSICAL INVENTORY WORKSHEET 1

Description	ID	Prefered Vendor	On Hand	Count
ART SET POSTERS NO PERCENT (4)	ART X1000N		6.00	
ASSORTED FOAM FLOWER POWER160PCS	717656303156		12.00	

Tax Report - Sales Tax Collected



1/8/2004 **Sales Tax Collected** Page 1

Date_Collected >= '1/01/2003' and Date_Collected <= '1/8/2004'

Date	Tax1	Tax2	Tax3	Tax4	Tot Tax
05/22/2003	2.40	.00	.00	.00	2.40
05/24/2003	.60	.00	.00	.00	.60
09/24/2003	27.74	.00	.00	.00	27.74

List Reports

Customers

1/8/2004 **Customer Listing** 1

TYPE <> 'SYSTEM'

Name	ID	Phone 1	Phone 2	Fax	Price Level	Tax Exempt
ACHENBAUM, JOSEPH	ACH6145	(203) 322-6145	(212) 503-7182		1	N
ADARICIO, RICHARD	ADA3304	(203) 838-3304	(203) 324-7212		1	N
AKERS, LILY	AKE2689	(914) 232-2689	(800) 944-6889		1	N
ALBUS, JENNY	ALB7848	(203) 966-7848			1	N

Vendors

1/8/2004 **Vendor Listing** 1

Name	City	State	Phone 1	Phone 2	Fax
CCR Business Systems	Stratford	Ct	203-377-4747		
PC FARM DISTRIBUTOR, LLC	NEWINGTON	CT	860-665-7282		860-665-7811

Users

1/8/2004 **User Listing** 1

Name	ID	Phone 1	Phone 2	Phone 3	Comm. Rate	Security Level
Andrianos, Julie	408				.10	99
Bums, Deborah	112				.10	99
Clark, Joelle	113	609-298-3994	609-298-6254		.10	99

Items

1/8/2004 **Item Listing** 1

Description	ID	Department	Retail Price	Txbl	Comm. Rate Adj.
ALPHA STAMP SET CLASSIC	717656336628	21	24.99	Y	.00
ALPHA STAMP SET COLORS	717656336611	21	24.99	Y	.00
ART SET POSTERS NO PERCENT (4)	ART X1000N	5	100.00	Y	.00
ARTIST OIL VIRIDIAN 37ML	WND 1214-692	5	21.79	Y	.00

Departments

1/8/2004 **Department Listing** 1

Name
ANTIPASTA
BAR SUPPLI
BEEF

Sub-Departments

<Same detail as the Department Listing report except the sub-department names are listed>

Classes

<Same detail as the Department Listing report except the class names are listed>

Functions

1/8/2004 **POS Function Listing** 1

Function ID	Keyboard Shortcut	Security Level
Void Sale	Ctrl+A	0
Void Last Item	Ctrl+B	0
Void Item	Ctrl+C	0
Quantity	Ctrl+D	0

Open Departments

1/8/2004 **Open Department Listing** 1

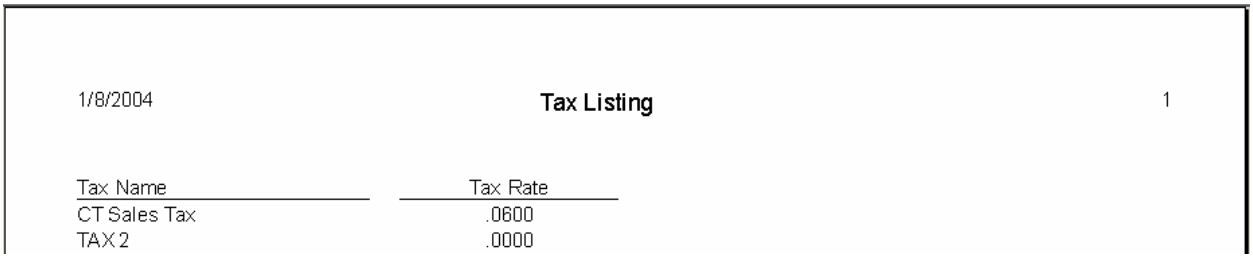
Open Department ID	Tax 1	Tax 2	Tax 3	Tax 4	Tag-Along ID	Comm. Rate Adj.	KBD Shortcut	Security Level
01 Open Dept	N	N	N	N		1.00	F1	0
02 Open Dept	Y	N	N	N		1.00	F2	0
03 Open Dept	Y	N	N	N		1.00	F3	0

Tenders

1/8/2004 Tender Listing 1

Tender ID	FAE	AOT	NT	GC	HC	CCD	UCA	AFAE	ASC	ACC	AFC	AVC	ACVC	AOC	Additional Receipts	KBD Shortcut	Security Level
Cash	N	Y	Y	N	N	N	N	N	0	0	0	0	0	0	0	Ctrl+F1	0
Check	Y	N	Y	N	N	Y	N	N	0	0	0	0	0	0	0	Ctrl+F2	0
Visa	N	N	Y	N	N	N	Y	N	C1	C3	C5	C2	CR	C6	1	Ctrl+F3	0
M/C	N	N	Y	N	N	N	Y	Y	C1	C3	C5	C2	CR	C6	0	Ctrl+F4	0

Taxes



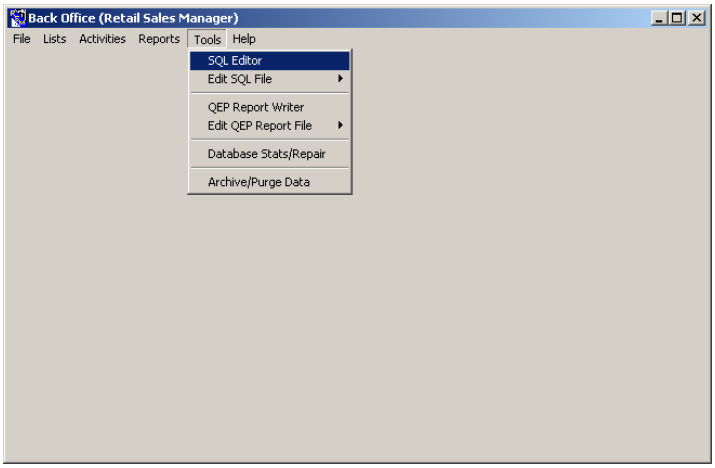
1/8/2004 Tax Listing 1

Tax Name	Tax Rate
CT Sales Tax	.0600
TAX 2	.0000

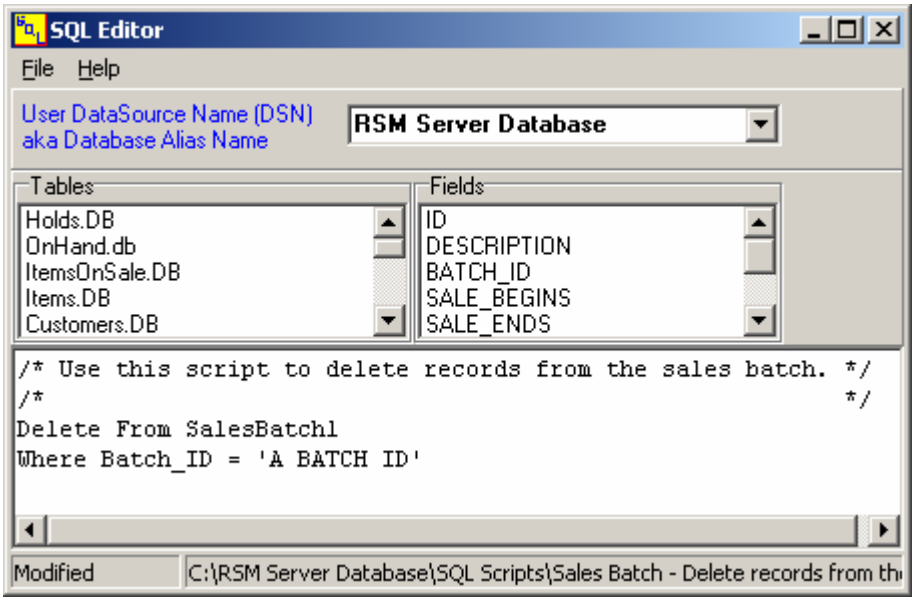
Other Reports

Other reports is a reserved section in the menu structure for custom reports which will be added to the menu structure automatically after they are created. Reports can be created using the QEP report Writer, available in the Back Office module. Saving that report to the "<drive>\RSM Server Database\Reports" folder will cause the report name to appear in the Other report sub-group menu. When the Back Office module is reopened, these newly created reports will automatically appear in the Other Reports sub-menu list.

Tools



SQL Editor

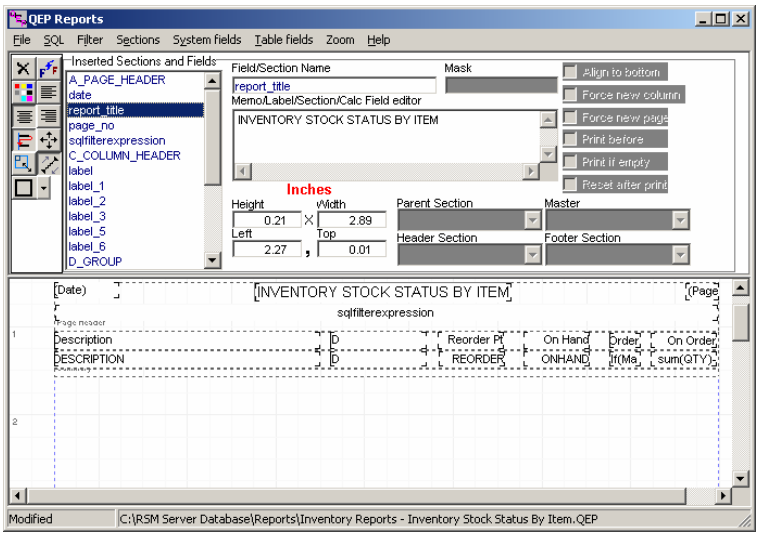


Use the SQL Editor software to make global updates to your data table. SQL is a scripting language for non programmers. Although it is for non-programmers, you need to get familiar with it's commands before you can write new scripts. There are many sources online which will train users to write SQL scripts. If you do not plan to learn SQL contact your dealer if you need some scripts written for you.

Edit SQL File

Use this option to edit an existing SQL Script. When the SQL is open for editing you can use File, Execute to run the script.

QEP Reports Writer



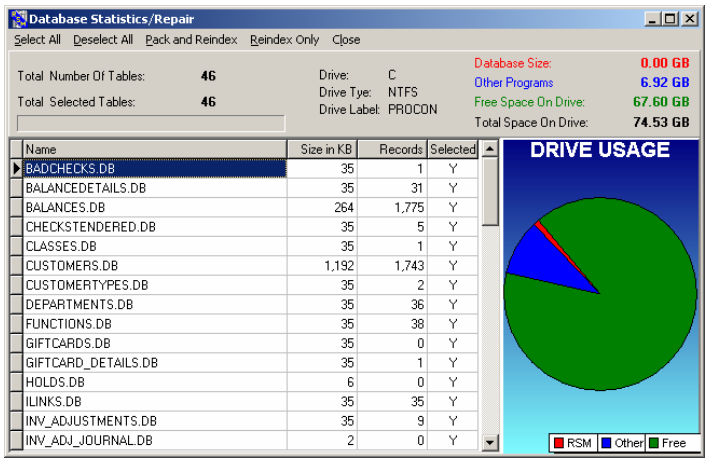
The QEP Report writer is used to create new reorts or edit existing reports. SQL knowledge is required before attempting to create a new report. The first stage would be to click SQL and type your Select statement. Sections are then added. For example, A_PAGE_HEADER, C_COLUMN_HEADER, E_DETAIL and G_SUMMARY are the most commonly used sections on a new report. Within each section, system fields and/or table fields are added. Formatting controls are located on the right side of the form. Before formatting a field or section, select that item in the list of Inserted Sections and Fields. When a section or field is selected other editing tools are available on the right of that list. If you have no experience in report writing, consult someone who has some knowledge in SQL and report writing, or contact your dealer for assistance.

Edit QEP Report File

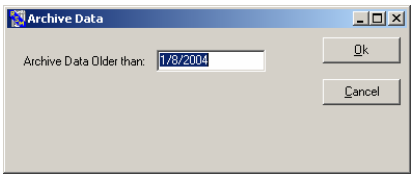
Use this option to edit an existing QEP Report.

Database Stats/Repair

This form is used to repair broken indexes, or to permanently remove records marked for deletion. You will need exlusive acces to all tables to perform either a “Pack and Reindex” or “Reindex Only”. By default all tables are selected. The “Pack and Re-index” option first removes records marked for deletion and then re-indexes the index files. There is no need to perform any of these functions unless you are experiencing system difficulties.



Archive/Purge Data



You must have exclusive access to all tables in order to perform this function. Enter the date for which all details will be deleted from the system. A summary record will be created for those details, so overall totals will be maintained. To save this archive, copy/burn the following path onto removable media such as a CD-R. The folder is “<drive>\RSM Server Database\Archive”. The files in this folder contain the detailed data you just summarized and purged.

Backing Up Files

It is recommended that the following folders and its sub-folders be backed up on a daily basis:

<drive>\RSM Local Database
<drive>\RSM Server Database
<drive>\Program Files\Professional Consultants

If you are using IC Verify, also include the folder and sub-folders IC Verify is installed in.

Disaster recovery

1. Re-install the RSM modules using the Retail Sales manager setup CD.
2. Configure the Borland database engine.

Note: It is not necessary to configure the Point of sale module or the Back office module. The next step will restore those setting to its original state.

3. Restore all Backed up files.

Appendix A:Table Structures

BadChecks.DB

No.	Field Name	Type	Width
1	STORE_ID	Character or string	6
2	STATION_ID	Character or string	5
3	DATE_TENDERED	Date and time field	
4	ROUTING_NUMBER	Character or string	20
5	ACCOUNT_NUMBER	Character or string	20
6	CHECK_NUMBER	Character or string	10
7	CHECK_AMOUNT	Floating-point numeric	
8	ID	Character or string	25
9	ID_STATE	Character or string	5
10	DOB	Date field	
11	USER_ID	Character or string	6
12	USER_NAME	Character or string	40
13	CUST_ID	Character or string	25
14	CUST_NAME	Character or string	40

BalanceDetails.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	STORE	Character or string	6
3	TRANSDATE	Date field	
4	STATION	Character or string	5
5	TRANSNUM	Floating-point numeric	
6	USER	Character or string	5
7	DESCRIPTION	Character or string	60
8	DEBIT	Floating-point numeric	
9	CREDIT	Floating-point numeric	

BALANCES.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	TOT_ONACCT_CHGS	Floating-point numeric	
3	TOT_FINANCE_CHGS	Floating-point numeric	
4	TOT_ADJUSTMENTS	Floating-point numeric	
5	TOT_ONACCT_PYMTS	Floating-point numeric	
6	PRIOR_BALANCE	Floating-point numeric	
7	CURRENT_CHGS	Floating-point numeric	
8	CURRENT_FINANCE_CHGS	Floating-point numeric	
9	CURRENT_ADJUSTMENTS	Floating-point numeric	
10	CURRENT_PYMTS	Floating-point numeric	
11	BALANCE	Floating-point numeric	
12	LAST_TRAN_DATE	Date and time field	
13	LAST_TRAN_TYPE	Character or string	15
14	LAST_TRAN_AMT	Floating-point numeric	
15	TOT_SALES	Floating-point numeric	

ChecksTendered.DB

No.	Field Name	Type	Width
1	STORE_ID	Character or string	6
2	STATION_ID	Character or string	5
3	DATE_TENDERED	Date and time field	
4	ROUTING_NUMBER	Character or string	20
5	ACCOUNT_NUMBER	Character or string	20
6	CHECK_NUMBER	Character or string	10
7	CHECK_AMOUNT	Floating-point numeric	
8	ID	Character or string	25
9	ID_STATE	Character or string	5
10	DOB	Date field	
11	USER_ID	Character or string	6
12	USER_NAME	Character or string	40
13	CUST_ID	Character or string	25
14	CUST_NAME	Character or string	40

Classes.DB

No.	Field Name	Type	Width
1	ID	Character or string	15

Counter.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	AMOUNT	Floating-point numeric	

Criteria1.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria2.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria3.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria4.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria5.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria6.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria7.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria8.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria9.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

Criteria10.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	DESCRIPTION	Character or string	30

CUSTOMERS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	TYPE	Character or string	15
3	FIRSTNAME	Character or string	15
4	MIDDLEINITIAL	Character or string	5
5	LASTNAME	Character or string	20
6	ADDRESS1	Character or string	40
7	ADDRESS2	Character or string	40
8	ADDRESS3	Character or string	40
9	CITY	Character or string	25
10	STATE	Character or string	5
11	ZIP	Character or string	10
12	PHONE1	Character or string	25
13	PHONE2	Character or string	25
14	FAX	Character or string	25
15	EMAIL	Character or string	40
16	TAX_EXEMPT	Boolean field	
17	TAX_NUMBER	Character or string	25
18	TAXNO_EXPIRATION	Date field	
19	SSN	Character or string	25
20	DOB	Date field	
21	GENDER	Character or string	6
22	CUSTOM1	Character or string	40
23	CUSTOM1_DATE	Date field	
24	CUSTOM1_AMT	Floating-point numeric	
25	CUSTOM2	Character or string	40
26	CUSTOM2_DATE	Date field	
27	CUSTOM2_AMT	Floating-point numeric	
28	PRICE_LEVEL	Floating-point numeric	
29	PICTURE_FILE	Character or string	25
30	CT_EXPIRES	Date field	
31	CT1_ID	Floating-point numeric	
32	CT1_DESC	Character or string	30
33	CT2_ID	Floating-point numeric	
34	CT2_DESC	Character or string	30
35	CT3_ID	Floating-point numeric	
36	CT3_DESC	Character or string	30

37	CT4_ID	Floating-point numeric	
38	CT4_DESC	Character or string	30
39	CT5_ID	Floating-point numeric	
40	CT5_DESC	Character or string	30
41	CT6_ID	Floating-point numeric	
42	CT6_DESC	Character or string	30
43	CT7_ID	Floating-point numeric	
44	CT7_DESC	Character or string	30
45	CT8_ID	Floating-point numeric	
46	CT8_DESC	Character or string	30
47	CT9_ID	Floating-point numeric	
48	CT9_DESC	Character or string	30
49	CT10_ID	Floating-point numeric	
50	CT10_DESC	Character or string	30
51	ENTRY_DATE	Date and time field	
52	LAST_MODIFIED	Date and time field	
53	MEMO	Text memo	10
54	CREDIT_LIMIT	Floating-point numeric	

CustomerTypes.db

No.	Field Name	Type	Width
1	ID	Character or string	15

Departments.db

No.	Field Name	Type	Width
1	ID	Character or string	15

Functions.db

No.	Field Name	Type	Width
1	ORDER	16-bit integer	
2	ID	Character or string	25
3	SHORTCUT	Character or string	15
4	SECURITY_LEVEL	16-bit integer	

GIFTCARD_DETAILS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	STORE	Character or string	6
3	TRANSDATE	Date field	
4	STATION	Character or string	5
5	TRANSNUM	Floating-point numeric	
6	USER	Character or string	5
7	DESCRIPTION	Character or string	60
8	DEBIT	Floating-point numeric	
9	CREDIT	Floating-point numeric	

GIFTCARDS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	FIRST_NAME	Character or string	15
3	MIDDLE_INITIAL	Character or string	5
4	LAST_NAME	Character or string	20
5	ADDRESS1	Character or string	40
6	ADDRESS2	Character or string	40
7	ADDRESS3	Character or string	40
8	CITY	Character or string	25
9	STATE	Character or string	5
10	ZIP	Character or string	10
11	PHONE1	Character or string	20
12	PHONE2	Character or string	20
13	DATE_ENTERED	Date field	
14	TOTAL_CREDIT	Floating-point numeric	
15	TOTAL_DEBIT	Floating-point numeric	
16	BALANCE	Floating-point numeric	

Holds.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	STATION	Character or string	5
3	DATE	Date and time field	
4	TRANSNUM	Floating-point numeric	
5	USER	Character or string	5
6	ID	Character or string	25
7	SERIAL_NUMBER	Character or string	25
8	DESCRIPTION	Character or string	41
9	TYPE	Character or string	15
10	DEPT	Character or string	15
11	SUBDEPT	Character or string	15
12	CLASS	Character or string	15
13	QTY	Floating-point numeric	
14	UOM	Character or string	6
15	COST	Floating-point numeric	
16	EXTCOST	Floating-point numeric	
17	PRICE	Floating-point numeric	
18	EXTPRICE	Floating-point numeric	
19	CUST_ID	Character or string	25
20	CUST_NAME	Character or string	40
21	CUST_TAXEXEMPT_NO	Character or string	25
22	CUST_TAXEXEMPT_EXPIRES	Date field	
23	TAX1	Boolean field	
24	TAX1AMT	Floating-point numeric	
25	TAX2	Boolean field	
26	TAX2AMT	Floating-point numeric	
27	TAX3	Boolean field	
28	TAX3AMT	Floating-point numeric	

29	TAX4	Boolean field	
30	TAX4AMT	Floating-point numeric	
31	TAGALONGID	Character or string	68
32	MASTERID	Character or string	25
33	BREAK_UNIT	Floating-point numeric	
34	MAST_UNIT	Floating-point numeric	
35	COMM_RATE_ADJ	Floating-point numeric	
36	COMMISSION	Floating-point numeric	
37	SERIAL_NOTE	Character or string	60
38	AUTH_CARD_NUMBER	Character or string	25
39	AUTH_CARD_EXPIRES	Character or string	10
40	AUTH_NAME_ON_CARD	Character or string	40
41	AUTH_APPROVAL_CODE	Character or string	25
42	AUTH_ENCRYPTED_CARD_NO	Character or string	25
43	REFERENCE	Character or string	25
44	CRIT_CUST_ID	Character or string	25
45	CRIT_CUST_NAME	Character or string	40

ILinks.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	MASTERID	Character or string	25
3	BREAK_UNIT	Floating-point numeric	
4	MAST_UNIT	Floating-point numeric	
5	VENDOR_ID	Character or string	25
6	DESCRIPTION	Character or string	41
7	TYPE	Character or string	15
8	DEPT	Character or string	15
9	SUBDEPT	Character or string	15
10	CLASS	Character or string	15
11	UOM	Character or string	6
12	COST	Floating-point numeric	
13	PRICE1	Floating-point numeric	
14	PRICE2	Floating-point numeric	
15	PRICE3	Floating-point numeric	
16	PRICE4	Floating-point numeric	
17	TAX1	Boolean field	
18	TAX2	Boolean field	
19	TAX3	Boolean field	
20	TAX4	Boolean field	
21	TAGALONGID	Character or string	68
22	COMM_RATE_ADJ	Floating-point numeric	
23	PICTURE_FILE	Character or string	30
24	TRACK_SERIAL_NO	Boolean field	
25	PREFERRED_VENDOR	Character or string	40
26	REORDER_POINT	Floating-point numeric	
27	LABEL_STYLE	Character or string	1

Inv_Adj_Journal.db

No.	Field Name	Type	Width
1	ID	Character or string	25
2	DESCRIPTION	Character or string	41
3	ADJ_DATE	Date field	
4	AVG_COST	Floating-point numeric	
5	CURR_QTY	Floating-point numeric	
6	NEW_QTY	Floating-point numeric	
7	QTY_DIFF	Floating-point numeric	
8	CURRENT_VALUE	Floating-point numeric	
9	NEW_VALUE	Floating-point numeric	
10	ADJUSTED_VALUE	Floating-point numeric	
11	ADJ_VALUE_ONLY	Boolean field	
12	MEMO	Character or string	60

INV_ADJUSTMENTS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	DESCRIPTION	Character or string	41
3	ADJ_DATE	Date field	
4	AVG_COST	Floating-point numeric	
5	CURR_QTY	Floating-point numeric	
6	NEW_QTY	Floating-point numeric	
7	QTY_DIFF	Floating-point numeric	
8	CURRENT_VALUE	Floating-point numeric	
9	NEW_VALUE	Floating-point numeric	
10	ADJUSTED_VALUE	Floating-point numeric	
11	ADJ_VALUE_ONLY	Boolean field	
12	MEMO	Character or string	60

ITEMS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	VENDOR_ID	Character or string	25
3	DESCRIPTION	Character or string	41
4	TYPE	Character or string	15
5	DEPT	Character or string	15
6	SUBDEPT	Character or string	15
7	CLASS	Character or string	15
8	UOM	Character or string	6
9	COST	Floating-point numeric	
10	PRICE1	Floating-point numeric	
11	PRICE2	Floating-point numeric	
12	PRICE3	Floating-point numeric	

13	PRICE4	Floating-point numeric	
14	TAX1	Boolean field	
15	TAX2	Boolean field	
16	TAX3	Boolean field	
17	TAX4	Boolean field	
18	TAGALONGID	Character or string	68
19	COMM_RATE_ADJ	Floating-point numeric	
20	PICTURE_FILE	Character or string	30
21	TRACK_SERIAL_NO	Boolean field	
22	PREFERRED_VENDOR	Character or string	40
23	REORDER_POINT	Floating-point numeric	
24	LABEL_STYLE	Character or string	1

ItemsSold.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	DATE	Date field	
3	DESCRIPTION	Character or string	41
4	ID	Character or string	25
5	TYPE	Character or string	15
6	DEPT	Character or string	15
7	SUBDEPT	Character or string	15
8	CLASS	Character or string	15
9	QTY	Floating-point numeric	
10	UOM	Character or string	6
11	COST	Floating-point numeric	
12	EXTCOST	Floating-point numeric	
13	PRICE	Floating-point numeric	
14	EXTPRICE	Floating-point numeric	
15	TAGALONGID	Character or string	68
16	MASTERID	Character or string	25
17	BREAK_UNIT	Floating-point numeric	
18	MAST_UNIT	Floating-point numeric	
19	COMMISSION	Floating-point numeric	

ItemsSoldToCustomers.DB

No.	Field Name	Type	Width
1	CUST_ID	Character or string	25
2	DATE	Date and time field	
3	STORE	Character or string	6
4	STATION	Character or string	5
5	USER	Character or string	5
6	TRANSNUM	Floating-point numeric	
7	ID	Character or string	25
8	DESCRIPTION	Character or string	41
9	SERIAL_NUMBER	Character or string	25
10	SERIAL_NOTE	Character or string	60
11	TYPE	Character or string	15
12	DEPT	Character or string	15
13	SUBDEPT	Character or string	15

14	CLASS	Character or string	15
15	QTY	Floating-point numeric	
16	UOM	Character or string	6
17	COST	Floating-point numeric	
18	EXTCOST	Floating-point numeric	
19	PRICE	Floating-point numeric	
20	EXTPRICE	Floating-point numeric	
21	TAGALONGID	Character or string	68
22	REFERENCE	Character or string	25

ItemTypes.DB

No.	Field Name	Type	Width
1	ID	Character or string	15

JournalHistory.db

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	STATION	Character or string	5
3	DATE	Date and time field	
4	TRANSNUM	Floating-point numeric	
5	USER	Character or string	5
6	ID	Character or string	25
7	SERIAL_NUMBER	Character or string	25
8	DESCRIPTION	Character or string	41
9	TYPE	Character or string	15
10	DEPT	Character or string	15
11	SUBDEPT	Character or string	15
12	CLASS	Character or string	15
13	QTY	Floating-point numeric	
14	UOM	Character or string	6
15	COST	Floating-point numeric	
16	EXTCOST	Floating-point numeric	
17	PRICE	Floating-point numeric	
18	EXTPRICE	Floating-point numeric	
19	CUST_ID	Character or string	25
20	CUST_NAME	Character or string	40
21	CUST_TAXEXEMPT_NO	Character or string	25
22	CUST_TAXEXEMPT_EXPIRES	Date field	
23	TAX1	Boolean field	
24	TAX1AMT	Floating-point numeric	
25	TAX2	Boolean field	
26	TAX2AMT	Floating-point numeric	
27	TAX3	Boolean field	
28	TAX3AMT	Floating-point numeric	
29	TAX4	Boolean field	
30	TAX4AMT	Floating-point numeric	
31	TAGALONGID	Character or string	68
32	MASTERID	Character or string	25
33	BREAK_UNIT	Floating-point numeric	
34	MAST_UNIT	Floating-point numeric	

35	COMM_RATE_ADJ	Floating-point numeric	
36	COMMISSION	Floating-point numeric	
37	SERIAL_NOTE	Character or string	60
38	AUTH_CARD_NUMBER	Character or string	25
39	AUTH_CARD_EXPIRES	Character or string	10
40	AUTH_NAME_ON_CARD	Character or string	40
41	AUTH_APPROVAL_CODE	Character or string	25
42	REFERENCE	Character or string	25

LABEL_QUE.DB

No.	Field Name	Type	Width
1	Description	Character or string	40
2	Label_Style	Character or string	1
3	Barcode_Value	Character or string	25
4	Price	Floating-point numeric	
5	Qty	Floating-point numeric	

LAST_COST.DB

No.	Field Name	Type	Width
1	Description	Character or string	40
2	Vendor_Name	Character or string	40
3	Item_ID	Character or string	25
4	Last_Cost	Floating-point numeric	
5	Last_PO_Number	Character or string	25
6	Last_Purchase_Date	Date field	

Level1.DB

No.	Field Name	Type	Width
1	Order	Floating-point numeric	
2	Label	Character or string	10

Level2.DB

No.	Field Name	Type	Width
1	Order	Floating-point numeric	
2	Label	Character or string	10

Level3.DB

No.	Field Name	Type	Width
1	Order	Floating-point numeric	
2	Label	Character or string	10

ONHAND.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	ONHAND	Floating-point numeric	
3	DATE_SOLD_LAST	Date and time field	
4	ACCT_SOLD_TO_LAST	Character or string	25
5	QTY_SOLD_LAST	Floating-point numeric	
6	SOLD_AMT_LAST	Floating-point numeric	
7	DATE_PURCH_LAST	Date and time field	
8	VENDOR_PURCH_FROM_LAST	Character or string	25
9	QTY_PURCH_LAST	Floating-point numeric	
10	PURCH_AMT_LAST	Floating-point numeric	
11	QTY_SOLD_LIFE	Floating-point numeric	
12	TOTAL_SALES_LIFE	Floating-point numeric	
13	QTY_PURCH_LIFE	Floating-point numeric	
14	TOTAL_PURCH_LIFE	Floating-point numeric	
15	AC_QTY	Floating-point numeric	
16	AC_AMT	Floating-point numeric	
17	AVG_COST	Floating-point numeric	
18	ASSET_VALUE	Floating-point numeric	

OpenDept.DB

No.	Field Name	Type	Width
1	ORDER	16-bit integer	
2	ID	Character or string	15
3	TAX1	Boolean field	
4	TAX2	Boolean field	
5	TAX3	Boolean field	
6	TAX4	Boolean field	
7	TAGALONGID	Character or string	25
8	COMM_RATE_ADJ	Floating-point numeric	
9	SHORTCUT	Character or string	15
10	SECURITY_LEVEL	16-bit integer	
11	PICTURE_FILE	Character or string	25

PURCHASEORDERS_D.DB

No.	Field Name	Type	Width
1	PO_Number	Character or string	25
2	Line_Number	Floating-point numeric	
3	PO_Date	Date field	
4	Vendor_Name	Character or string	40
5	Item_ID	Character or string	25
6	Vendor_ID	Character or string	25
7	Description	Character or string	41
8	Qty	Floating-point numeric	
9	Rate	Floating-point numeric	

10	Amount	Floating-point numeric	
11	Received	Floating-point numeric	
12	Closed	Boolean field	
13	Label_Style	Character or string	1
14	Received_Date	Date field	
15	Price1	Floating-point numeric	
16	Price2	Floating-point numeric	
17	Price3	Floating-point numeric	
18	Price4	Floating-point numeric	

PURCHASEORDERS_H.DB

No.	Field Name	Type	Width
1	PO_Number	Character or string	25
2	PO_Date	Date field	
3	Vendor_Name	Character or string	40
4	Ven_Address1	Character or string	40
5	Ven_Address2	Character or string	40
6	Ven_Address3	Character or string	40
7	Ven_Address4	Character or string	40
8	Ven_Phone	Character or string	25
9	Ship_Name	Character or string	40
10	Ship_Address1	Character or string	40
11	Ship_Address2	Character or string	40
12	Ship_Address3	Character or string	40
13	Ship_Address4	Character or string	40
14	Ship_Phone	Character or string	25
15	Need_Equipment_By	Character or string	40
16	Terms	Character or string	40
17	Ship_Via	Character or string	40
18	Status	Character or string	40
19	Total	Floating-point numeric	
20	Paid	Floating-point numeric	
21	Balance_Due	Floating-point numeric	
22	Due_Date	Date field	
23	Message	Character or string	80
24	Memo	Character or string	80
25	Closed	Boolean field	
26	Received_Date	Date field	

Receive_Journal.DB

No.	Field Name	Type	Width
1	Received_Date	Date field	
2	PO_Number	Character or string	25
3	Item_ID	Character or string	25
4	Line_Number	Floating-point numeric	
5	PO_Date	Date field	
6	Vendor_Name	Character or string	40
7	Description	Character or string	41
8	Qty	Floating-point numeric	
9	Received	Floating-point numeric	

10	Rate	Floating-point numeric	
11	Amount	Floating-point numeric	
12	Closed	Boolean field	
13	LABEL_STYLE	Character or string	1
14	Price1	Floating-point numeric	
15	Price2	Floating-point numeric	
16	Price3	Floating-point numeric	
17	Price4	Floating-point numeric	

RECEIVED_BOXLOG.DB

No.	Field Name	Type	Width
1	RECEIVE_DATE	Date and time field	
2	ID	Character or string	40
3	RECEIVED_BY	Character or string	40
4	VENDOR	Character or string	40
5	PO_NO	Character or string	40
6	NOTE	Character or string	40
7	CLOSED	Boolean field	
8	DATE_CLOSED	Date and time field	

RECEIVED_ITEMS.DB

No.	Field Name	Type	Width
1	Received_Date	Date field	
2	PO_Number	Character or string	25
3	Item_ID	Character or string	25
4	Line_Number	Floating-point numeric	
5	PO_Date	Date field	
6	Vendor_Name	Character or string	40
7	Description	Character or string	41
8	Qty	Floating-point numeric	
9	Received	Floating-point numeric	
10	Rate	Floating-point numeric	
11	Amount	Floating-point numeric	
12	Closed	Boolean field	
13	LABEL_STYLE	Character or string	1
14	Price1	Floating-point numeric	
15	Price2	Floating-point numeric	
16	Price3	Floating-point numeric	
17	Price4	Floating-point numeric	

SalesBatch1.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	DESCRIPTION	Character or string	41
3	BATCH_ID	Character or string	20
4	SALE_BEGINS	Date and time field	
5	SALE_ENDS	Date and time field	
6	REG_PRICE	Floating-point numeric	

7	SALE_PRICE	Floating-point numeric	
8	QTY	Floating-point numeric	
9	QTY_TOT_PRICE	Floating-point numeric	

SalesTax.db

No.	Field Name	Type	Width
1	ORDER	16-bit integer	
2	ID	Character or string	15
3	TAX_RATE	Floating-point numeric	

SerialNumbers.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	SERIAL_NUMBER	Character or string	25
3	DESCRIPTION	Character or string	41
4	SELLING_PRICE	Floating-point numeric	
5	DATE_SOLD	Date and time field	
6	CUST_ID	Character or string	25
7	CUST_NAME	Character or string	40
8	NOTE	Character or string	60

STATEMENTS.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	STORE	Character or string	6
3	TRANSDATE	Date field	
4	STATION	Character or string	5
5	TRANSNUM	Floating-point numeric	
6	USER	Character or string	5
7	DESCRIPTION	Character or string	60
8	DEBIT	Floating-point numeric	
9	CREDIT	Floating-point numeric	
10	BALANCE	Floating-point numeric	
11	CLOSING_DATE	Date field	
12	RUNNING_BALANCE	Floating-point numeric	

Store.db

No.	Field Name	Type	Width
1	ID	Character or string	6
2	STORE_NAME	Character or string	40
3	ADDRESS1	Character or string	40
4	ADDRESS2	Character or string	40
5	ADDRESS3	Character or string	40
6	CITY	Character or string	25

7	STATE	Character or string	5
8	ZIP	Character or string	10
9	PHONE1	Character or string	40
10	PHONE2	Character or string	40
11	FAX	Character or string	40
12	EMAIL	Character or string	40
13	WWW_ADDRESS	Character or string	40

SubDepartments.db

No.	Field Name	Type	Width
1	ID	Character or string	15

Table_Stats.db

No.	Field Name	Type	Width
1	Location	Character or string	150
2	Name	Character or string	40
3	Size	Floating-point numeric	
4	Records	Floating-point numeric	
5	Selected	Boolean field	

TAXCOLLECTED.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	DATE	Date field	
3	DESCRIPTION	Character or string	41
4	TAX1AMT	Floating-point numeric	
5	TAX2AMT	Floating-point numeric	
6	TAX3AMT	Floating-point numeric	
7	TAX4AMT	Floating-point numeric	
8	TAXAMT_ALL	Floating-point numeric	

TENDDIST.DB

No.	Field Name	Type	Width
1	TDate	Date field	
2	Store	Character or string	6
3	Station	Character or string	5
4	JNum	Floating-point numeric	
5	TransNum	Floating-point numeric	
6	ID	Character or string	25
7	Description	Character or string	41
8	Tot_ExtPrice	Floating-point numeric	
9	Tender_Des1	Character or string	15
10	Tender_Cnt1	Floating-point numeric	
11	Tender_Amt1	Floating-point numeric	
12	Tender_Des2	Character or string	15
13	Tender_Cnt2	Floating-point numeric	

14	Tender_Amt2	Floating-point numeric	
15	Tender_Des3	Character or string	15
16	Tender_Cnt3	Floating-point numeric	
17	Tender_Amt3	Floating-point numeric	
18	Tender_Des4	Character or string	15
19	Tender_Cnt4	Floating-point numeric	
20	Tender_Amt4	Floating-point numeric	
21	Tender_Des5	Character or string	15
22	Tender_Cnt5	Floating-point numeric	
23	Tender_Amt5	Floating-point numeric	
24	Tender_Des6	Character or string	15
25	Tender_Cnt6	Floating-point numeric	
26	Tender_Amt6	Floating-point numeric	
27	Tender_Des7	Character or string	15
28	Tender_Cnt7	Floating-point numeric	
29	Tender_Amt7	Floating-point numeric	
30	Tender_Des8	Character or string	15
31	Tender_Cnt8	Floating-point numeric	
32	Tender_Amt8	Floating-point numeric	
33	Tender_Des9	Character or string	15
34	Tender_Cnt9	Floating-point numeric	
35	Tender_Amt9	Floating-point numeric	
36	Tender_Des10	Character or string	15
37	Tender_Cnt10	Floating-point numeric	
38	Tender_Amt10	Floating-point numeric	
39	Tender_Des11	Character or string	15
40	Tender_Cnt11	Floating-point numeric	
41	Tender_Amt11	Floating-point numeric	
42	Tender_Des12	Character or string	15
43	Tender_Cnt12	Floating-point numeric	
44	Tender_Amt12	Floating-point numeric	

Tenders.DB

No.	Field Name	Type	Width
1	ORDER	16-bit integer	
2	ID	Character or string	15
3	FORCE_AMOUNT_ENTRY	Boolean field	
4	ALLOW_OVER_TENDERING	Boolean field	
5	NORMAL_TENDER	Boolean field	
6	GIFT_CERTIFICATE	Boolean field	
7	HOUSE_CHARGE	Boolean field	
8	CAPTURE_CHECK_DATA	Boolean field	
9	USES_CC_AUTHORIZATION	Boolean field	
10	AUTH_FORCE_ADDRESS_ENTRY	Boolean field	
11	AUTH_SALE_CODE	Character or string	15
12	AUTH_CREDIT_CODE	Character or string	15
13	AUTH_FORCE_CODE	Character or string	15
14	AUTH_VOID_CODE	Character or string	15
15	AUTH_CREDITVOID_CODE	Character or string	15
16	AUTH_ONLY_CODE	Character or string	15
17	ADDITIONAL_RECEIPTS	Floating-point numeric	
18	OPEN_DRAWER	Boolean field	
19	SHORTCUT	Character or string	15
20	SECURITY_LEVEL	16-bit integer	

TENDERSRECEIVED.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	DATE	Date field	
3	DESCRIPTION	Character or string	41
4	DEPT	Character or string	15
5	AMOUNT	Floating-point numeric	

TimeClock.DB

No.	Field Name	Type	Width
1	ID	Character or string	6
2	Date	Date field	
3	IN_01	Date and time field	
4	OUT_01	Date and time field	
5	IN_02	Date and time field	
6	OUT_02	Date and time field	
7	IN_03	Date and time field	
8	OUT_03	Date and time field	
9	IN_04	Date and time field	
10	OUT_04	Date and time field	
11	IN_05	Date and time field	
12	OUT_05	Date and time field	
13	TOT_HOURS	Floating-point numeric	
14	Memo	Character or string	40

TSPLABELS.DB

No.	Field Name	Type	Width
1	ID	Floating-point numeric	
2	MON_LABEL	Character or string	10
3	TUE_LABEL	Character or string	10
4	WED_LABEL	Character or string	10
5	THU_LABEL	Character or string	10
6	FRI_LABEL	Character or string	10
7	SAT_LABEL	Character or string	10
8	SUN_LABEL	Character or string	10
9	HOL_LABEL	Character or string	10
10	PRINT_TIME	Boolean field	
11	PRINT_DAY_LABEL	Boolean field	

TSPRICING.DB

No.	Field Name	Type	Width
1	ID	Character or string	25
2	TIME	Time field	
3	MON	Floating-point numeric	
4	TUE	Floating-point numeric	
5	WED	Floating-point numeric	
6	THU	Floating-point numeric	
7	FRI	Floating-point numeric	
8	SAT	Floating-point numeric	
9	SUN	Floating-point numeric	
10	HOL	Floating-point numeric	

UOM.db

No.	Field Name	Type	Width
1	ID	Character or string	15

UserCommissions.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	USER	Character or string	5
3	DATE	Date field	
4	DESCRIPTION	Character or string	41
5	ID	Character or string	25
6	TYPE	Character or string	15
7	DEPT	Character or string	15
8	SUBDEPT	Character or string	15
9	CLASS	Character or string	15
10	QTY	Floating-point numeric	
11	UOM	Character or string	6
12	COST	Floating-point numeric	
13	EXTCOST	Floating-point numeric	
14	PRICE	Floating-point numeric	
15	EXTPRICE	Floating-point numeric	
16	TAGALONGID	Character or string	25
17	COMM_RATE_ADJ	Floating-point numeric	
18	COMMISSION	Floating-point numeric	

Users.db

No.	Field Name	Type	Width
1	ID	Character or string	6
2	FIRSTNAME	Character or string	15
3	MIDDLEINITIAL	Character or string	5
4	LASTNAME	Character or string	20
5	ADDRESS1	Character or string	40
6	ADDRESS2	Character or string	40
7	CITY	Character or string	25
8	STATE	Character or string	5
9	ZIP	Character or string	10
10	PHONE1	Character or string	40
11	PHONE2	Character or string	40
12	PHONE3	Character or string	40
13	EMAIL	Character or string	40
14	NOTES	Text memo	10
15	COMMISSION_RATE	Floating-point numeric	
16	SECURITY_LEVEL	Floating-point numeric	
17	PASSWORD	Character or string	15

VENDORBALANCEDETAILS.DB

No.	Field Name	Type	Width
1	VENDOR_NAME	Character or string	40
2	STORE	Character or string	6
3	TRANSDATE	Date field	
4	STATION	Character or string	5
5	TRANSNUM	Floating-point numeric	
6	USER	Character or string	5
7	DESCRIPTION	Character or string	60
8	DEBIT	Floating-point numeric	
9	CREDIT	Floating-point numeric	

VENDORBALANCES.DB

No.	Field Name	Type	Width
1	VENDOR_NAME	Character or string	40
2	TOT_PURCHASES	Floating-point numeric	
3	TOT_FINANCE_CHGS	Floating-point numeric	
4	TOT_FREIGHT	Floating-point numeric	
5	TOT_ADJUSTMENTS	Floating-point numeric	
6	TOT_PYMTS	Floating-point numeric	
7	BALANCE	Floating-point numeric	
8	LAST_TRAN_DATE	Date and time field	
9	LAST_TRAN_TYPE	Character or string	15
10	LAST_TRAN_AMT	Floating-point numeric	

VENDORS.DB

No.	Field Name	Type	Width
1	VENDOR_NAME	Character or string	40
2	CONTACT	Character or string	40
3	ADDRESS1	Character or string	40
4	ADDRESS2	Character or string	40
5	ADDRESS3	Character or string	40
6	CITY	Character or string	25
7	STATE	Character or string	5
8	ZIP	Character or string	10
9	PHONE1	Character or string	25
10	PHONE2	Character or string	25
11	FAX	Character or string	25
12	EMAIL	Character or string	40
13	WWW_ADDRESS	Character or string	40
14	CUSTOM1	Character or string	40
15	CUSTOM1_DATE	Date field	
16	CUSTOM1_AMT	Floating-point numeric	
17	CUSTOM2	Character or string	40
18	CUSTOM2_DATE	Date field	
19	CUSTOM2_AMT	Floating-point numeric	
20	ENTRY_DATE	Date and time field	
21	LAST_MODIFIED	Date and time field	
22	MEMO	Text memo	10

XReading_All.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	STATION	Character or string	5
3	ORDER	Floating-point numeric	
4	ACTIVITY_DATE	Date and time field	
5	TYPE	Character or string	40
6	REGISTERED	Floating-point numeric	
7	COUNTED	Floating-point numeric	
8	UNITS	Floating-point numeric	
9	USER	Character or string	6
10	PRINT	Boolean field	

ZReading.DB

No.	Field Name	Type	Width
1	STORE	Character or string	6
2	STATION	Character or string	5
3	ORDER	Floating-point numeric	
4	ACTIVITY_DATE	Date and time field	
5	TYPE	Character or string	40
6	REGISTERED	Floating-point numeric	
7	COUNTED	Floating-point numeric	
8	UNITS	Floating-point numeric	
9	USER	Character or string	6
10	PRINT	Boolean field	